STATE OF CALIFORNIA
Department of General Services - Office of Procurement
PURCHASE ORDER

Form GSOP 1-PIN (04/98)

Purchase Order No.	Rev.	Date
62221		6/30/2008

Supplier No.	Solicitation No.	Delivery Date	FOB Point	Invoice Terms
641647	57132	As Specified	Destination	N45

PITNEY BOWES
1 ELMCROFT RD.
STAMFORD, CT 06926
Attn: TOM TANAKA

Phone: 310-791-9945

Ship To: DEPT OF GENERAL SERVICES
OFC OF STATE PUBLISHING
344 N 7TH STREET
SACRAMENTO, CA 95811

Charge To: GENERAL SERVICES P-06
OFS OF STATE PUBLISHING
(SAME AS SHIP TO ADDRESS)

Agency Billing	Agency Purchase Estimate	Purchase Estimate	Revision
30090	3125127	67288	2

Agency Contact	Phone	Date Received
STEPHANIE COUNTS	916-324-6879	

Item No.	Quantity	Unit	Commodity Code	Description	Unit Price	Extension
				TERMS AND CONDITIONS:		
				THE ATTACHED STATEMENT OF WORK, CONSISTING OF TEN (10) PAGES AND BIDDER'S RESPONSE (51 PAGES) ARE HEREBY INCORPORATED.		
				THE TERMS AND CONDITIONS OF WSCA/NASPO CONTRACT #7-08-99-05 ARE HEREBY INCORPORATED AND MADE A PART OF THIS AGREEMENT.		
1	1	EA	7490-999-0007-5	MAIL HANDLING EQUIPMENT (AS DESCRIBED) See attached product list for equipment, software, and support.	976,124.9200	976,124.92
					Total Value:	976,124.92

This purchase order is being awarded on September 26, 2008 pursuant to Government Code Section 13332.17. Any encumbrances made pursuant to this purchase order shall be construed to have been made on the last day of the preceding fiscal year.

FOB DESTINATION:

For the purposes of this Award, only FOB Destination will be accepted.

CHANGE ORDERS:

Sales and/or use tax to be extra unless noted above

Buyer	Phone	BOC Number
CHRISTINA CERVANTES	916-375-4494	

STATE OF CALIFORNIA

Department of General Services - Office of Procurement

PURCHASE ORDER CONTINUATION

Form GSOP 2-PIN (04/98)

Purchase Order No.	*Revision*	*Date*	*Supplier No.*	*Supplier Name*
62221		6/30/2008	641647	PITNEY BOWES

Item No.	*Quantity*	*Unit*	*Commodity Code*	*Description*	*Unit Price*	*Extension*

This Purchase Order may be amended, modified, or terminated at any time by mutual agreement of the parties in writing, change orders amending, modifying or terminating the Purchase Order, including any modifications of the compensation payable, may be issued only by the State Procurement Officer. All such change orders shall be in writing and issued only upon written concurrence of the supplier. Termination, as that term is used in this section, does not include termination for default of the supplier.

This Purchase Order has been registered into the State Contracts and Procurement Registration System (https://www.scprs.dgs.ca.gov). The Registration Number is:17600908334813

Product List

Item #	Description	Qty	Price per unit	Total
ZX50	Modular Friction Feeder	6	$6,209.13	$37,254.79
RD3W	DC NT Workstation Computer	3	$6,491.90	$19,475.70
RD3M	DC Standard Server	2	$17,175.40	$34,350.80
Y316	Heavies Divert Bin & Stacker	2	$15,313.80	$30,627.60
RDYA	Hand Held Scanner	2	$1,357.17	$2,714.34
ZXG2	FPS12 6 feeder 10 x 13	1	$200,465.46	$200,465.46
RD3J	DC Computer	1	$7,328.17	$7,328.17
RD67	Application Engineering in Manufacturing (1 job included w/system; per job fee for ea add'l)	1	$1,710.97	$1,710.97
RD88	Advanced DC	1	$96,778.43	$96,778.43
RD44	File Based Control Software	1	$44,536.68	$44,536.68
RDPN	Insite (5+ Systems)	1	$50,282.51	$50,282.51
RDVS	Control File Creation	1	$92,879.88	$92,879.88
FL7E	FPS Flat Conveyor	1	$4,981.22	$4,981.22
ZX1C	Air Compressor	1	$2,879.02	$2,879.02
ZXB4	TnT 3-stage Servo Buffer for Legacy Folder	1	$76,438.22	$76,438.22
Y470	HPI Accumulator Module	1	$64,317.36	$64,317.36
Y471	HPI Folder	1	$13,399.83	$13,399.83
Y473	HPI HD Folder - 6 Roller	1	$30,255.45	$30,255.45
Y479	HPI HD Folder bypass kit	1	$1,534.39	$1,534.39
Y47N	HPI No North Port Kit -TM	1	$2,012.90	$2,012.90
Y47W	HPI West Port Transfer Module	1	$85,800.15	$85,800.15
Y48W	HPI West Port Broker Fold Transfer Module	1	$47,059.26	$47,059.26
R764	DM16KR (New System Placements)	1	$19,280.55	$19,280.55
Y47R	HPI Quad Cart Adapter	1	included	
Y474	HPI 36K Cutter	1	included	
Y47H	OMR Scanning for 2-up form	1	included	
Y47S	Camera Scanning	2	included	
Y19C	Trim & Vac Plus	1	included	
Y316	Heavies Divert Bin & Stacker	1	included	
RDD2	Tall Server Rack (42U, 78")	1	included	
SIS	SIS support	4	included	
PM	Project Mgmt Support	2	included	
PCNEMTIARM	ARM	1	included	
EMTPSPA	PS-BAND A (1-49 ipm)	1	included	
HWDPE295OST	Dell Poweredge B/U	1	included	
	Administrative fee			$9,761.24
			Grand Total:	$976,124.92

EXHIBIT A

Statement of Work
Pitney Bowes

Flat Mail Inserting Equipment for CCSAS

Introduction

The Office of State Publishing (OSP), was established in 1872 by the California State Legislature. California Government Code sections 14850 through 14860 define the roles and responsibilities of the Office of State Publishing. OSP's primary mission is to provide complete printing services for the Legislature. OSP must ensure that legislative information is printed accurately, reliably and in a timely manner in order for the Legislature to successfully conduct business. OSP is responsible for printing all legislative bills for the Legislature. The total production requirements for the wide variety of items produced for the Legislature is approximately 400,000,000 pages for any given year. In addition to legislative printing, OSP also provides printing services to other State agencies with product offerings that include the printing of publications, forms, brochures, booklets, maps, and soft cover books. OSP services include digital production of small volume variable data print and mail jobs, forms management, legislative subscription service, fulfillment, advertising, design, mass mailing and interagency mail service. This experience and expertise has given OSP the background needed to serve as a print and mail services provider (PMSP).

Current federal mandates require the Department of Child Support Services (DCSS) to implement a centralized system for collecting and distributing child support to approximately 2 million families statewide. The DCSS system is known as the California Child Support Automation System (CCSAS). Within California, child support enforcement (CSE) services are managed by the State, but conducted at the county level. Beginning in February 2007 and continuing over an 18 month period, the counties will transition to CCSAS. DCSS case workers track CSE correspondence in six or more languages. The printed materials must be printed in any of these languages for a given program participant based on their preference.

DCSS has requested that the print and mail inserting functions for this workload be performed by one organization in one facility to ensure complete accountability and confidentiality of personal, financial and individual case information. The OSP competitively bid and won the opportunity to be the PMSP for CCSAS. When the system is fully operational, the OSP will be required to print and mail approximately 15 million pages of informational and legal documents each month. DCSS must have complete assurance that the legal written communication documents have been printed and mailed within the federal guidelines. The initial production of CSE correspondence began in February 2007 with approximately 400,000 page images per month that resulted in approximately 100,000 mail pieces. The current requirement is to increase OSP's flats production capacity. The September 2008 phase will increase the required capacity from the current 2,700 per day to a maximum of 12,600 per day. Each mail piece includes from 11 to 75 sheets with an average of 37 pages per mail piece.

This Statement of Work ("Agreement") reflects the services to be provided by Pitney Bowes hereinafter referred to as the "Contractor," for the Department of General Services, Office of State Publishing (OSP), hereinafter referred to as the "State or OSP".

Period of Performance

A. The period of performance for this Agreement shall be the date the Agreement is signed and approved through September 30, 2009.

B. If the tasks included in this Agreement are not completed within the original term, the State may extend the term of the Agreement by issuing a written Amendment, without adding any additional funds, in order to complete the original tasks.

Points of Contact

OSP Contact List			
Name	**Title**	**Office Phone**	**Email**
Kenneth Thompson	Project manager	916-322-6277	Kenneth.thompson@dgs.ca.gov
Terese Knisely	Print and Mail Integrity System	916-445-4854	Therese.knisely@dgs.ca.gov
Jay Hearnely	Analyst	916-327-0719	jay.hearnley@dgs.ca.gov
Terri Martin	Digital Production Manager	916-327-1065	Terri.martin@dgs.ca.gov

Pitney Bowes Contact List			
Name	**Title**	**Office Phone**	**Email**
Steve Hart	Account Executive	916-214-4229	Stephen.hart@pb.com
Tom Tanaka	Government Sales Manager	310-791-9945	Tom.tanaka@pb.com
Brian Vance	Customer Development Engineer	520-743-3077	Brian.vance@pb.com
Robert Siverand	Western Region Service Director	203-512-8362	Robert.siverand@pb.com
David Torres	Service Manager, Sacramento	916-708-5596	David.torres@pb.com
Robert Carlino	Project Manager	203-300-2354	Robert.f.carlino@pb.com
Bob Schottenhammer	Customer Solutions Analyst – Emtex	310-715-9141	bschottenhammer@us.emtex.com
Doug MacDonald	Emtex West Coast Sales Mgr.	805-202-9147	dmacdonald@us.emtex.com
Jim Murphy	Systems Engineer		

Delivery Requirements

Ship to Address	Correspondence Address
Office of State Publishing 1050 Richards Blvd. Sacramento, CA 95811	Kenneth Thompson 344 North 7th St Sacramento, CA 95811

Shipping will be FOB destination. All costs associated with delivery and disposal of packaging will be included in the contractor's proposal.

The State will not pay for partial shipments.

Responsibilities of the State

The State will provide access to business and technical documents as necessary for the Contractor to complete the tasks identified in the department's purchase document.

Electrical Requirements

Module	Voltage	Phase	Amps	# of Drops	Connection	Remarks
FPS Inserter	208	3	50	1	NEMA 15-50R	Dedicated Circuit. 4-wire (L1,L2,L3, Earth)
Trim and Vac	208	1	30	1	NEMA L6-30R	L1, L2, Earth
Aux Power Drop	120	1	20	1	NEMA 5-20R	(4) Receptacles (Quad-plex)
Insite Workstation	120	1	15	3	NEMA 5-15R	Drops to be placed where the workstations are located; 1 by FPS, 1 by Emtex, 1 TBD
Network Printer	120	1	15	2	NEMA 5-15R	Duplex Drops, located with Insite Workstation by FPS
DC File Server(s)	120	1	30	2	NEMA L5-30R	Qty(2) Twist Locks on separate circuit to feed the server rack

System Operating Environment

- Room operating temperature range 50-80 °F (10 – 27 degrees °C)
- Humidity range 15% to 80% relative humidity non-condensing
- Ventilation room air turnover 3 times per hour
- Ambient illumination, direct sunlight should be avoided

Compressed Air Requirements

The system requires a compressed air supply. The customer will provide all of the equipment and service required to maintain a compressed shop air system to work with the Pitney Bowes equipment. The shop air would also be used for a daily cleaning maintenance operation on the Inserter system. A separate line and nozzle is required for cleaning.

The air input is physically located on envelope conveyor where it connects to front table.
Note: 5 Microns Particulate Filtration required
Mating connector is based on:
US MIL-C4109 1/4"
ISO 6150 B
Example: CEJN Part number: 10-310-1452

CONFIGURATION	SOURCE	AIR REQUIREMENT
FPS12F ZX50 friction feeders, Broker Fold module, and 72K HPI Cutter	***Shop Air***	Max 8.4 SCFM (max CFM 3.5) at 70psi (4.8 bar)

Estimated BTU's

- The FPS inserter will run at approximately 25,000 BTUs including the site server.

Network Requirements

- The FPS inserter, File Server rack, and the Direct Connect Workstations will require a minimum of (1) one network drop each at the installation location installed by the customer prior to the system installation. An extra network drop is recommended for redundancy purposes.
    - All network cabling should be a minimum of CAT6 and adhere to the IEEE 802.3 specifications for maximum lengths (300ft) and routing requirements.
    - All network cables should terminate in the location designated for the installation of the equipment, resulting in a segmented network isolated from other network traffic
- The Pitney Bowes file server solution will arrive on site installed in a 42U server rack. This server rack is mounted on a shock pallet. The rack size is (H x D x W): 73.5" x 39.7" x 24".
    - The rack will be placed within a climate controlled raised floor room of the new building within 150ft of the equipment.

Responsibilities of the Contractor

Applications

- **Task 1:** Child Support Flats (primary application)
  - 11-72 pgs, 40 pgs average is the primary application
  - Printed on OCE 2-up then currently sheeted for flats. OSP will be changing the flats to be fan-fold.
    - The customer will re-sequence the flats via Prisma or the printers to enable processing face-down, foot first, R-L to fit the Westport brokerfold configuration.
    - The customer may also rotate the print image 180 degress to enable head first processing so they can move the window location on the flats envelope. (current location requires off-line metering)
  - Volumes of 6,400 per day (peak potential of 12,800). Currently running 2 or 3 shifts, 6.5hrs per shift. The expectation of the new machine is to process the average volume in one shift and peak volume in two shifts (expectation depending on no material or operational issues).
    - The 72K cutter enables them to run in 1 and 2 shifts respectably.
  - Top address, 2D barcode that includes all the machine instructions.
  - Currently the BBH system processes this application in a File-Audit mode with JETVision. OSP wants this to be processed in a File-Based mode by the FPS. (see diagram in Section 6.3)

- **Task 2:** Child Support Letters (secondary application)
  - The letters are 1-10 pages, half fold 6x9.5 and would be processed as backup for the BBH Enduro.
  - Letters are currently inserted face-down, foot first, L-R, low to high. This will remain the same and process face-up, foot first into the cutter to obtain the proper fold and R-L as fed flow.
  - Volumes would be dependant on periodic processing requirement.
  - Same address and 2D layout as the flats.
  - The letters jobs are currently processed in a File-Based environment on the Enduros using Bowe One Item. OSP wants this to be processed, if required, on the FPS in a File-Based mode outside of the Bowe One data path. (see diagram is Section 6.3)

- **Task 3:** Other applications
  - OMR letters, will be printed on 2up web and processed as backup for the Enduro.
  - Processed the same as the Child Support Letters (face-down, foot first, L-R)
  - 1 or 2 or 3 page batched. C-Fold. No inserts.
  - Top address cover page OR no address and inserted into a closed-face pre-printed envelope.

Task 4: Inserting Solution –

- An FPS SD 12KF will be configured with a west port broker fold module for the primary flats application.
- There is also a west port RAT1 turnover module mounted downstream of the broker fold module for the letters applications.

- One 72K cutter will be placed on the machine to be rolled between the inputs during flats to letters job change. Job change may occur daily for 10 days out of the month.
- The machine is capable of being upgraded to add a second cutter to remove the need for rolling the cutter between inputs. (additional components and integration and floor space would be required)
- The machine is capable of being upgraded to add an inline sheet feeder for flats or letters applications. (additional components and integration and floor space would be required)
- The system will include a DC file-based system to process the applications in a file-based MRDF environment.
- A second File Server will be supplied as a cold spare to provide faster recovery in the event of a hardware failure. Both servers include mirrored raid array drives.
- The DC file server, spare, and the Emtex server will be racked into a full-height RDD2 rack which includes a single UPS to enable a controlled shutdown on account of power loss.

Task 5

The Contractor must provide an installation plan for the solution which shall be proposed by the Contractor and subject to approval by the OSP.

Task 6

Contractor must deliver all equipment and software as identified on the State's purchase order.

Task 7

All electronic documentation provided by the Contractor shall be in software that composes a portion of the Microsoft Office Suite, Office 2003 or newer (i.e. Word, Excel, Project, Visio)

Task 8 – 21 are described below in the Deliverables table.

Training

Task 22:
Contractor must provide training for six (6) operators at the OSP facility. OSP will have two (2) groups of three (3) operators each to be trained immediately after all equipment software and hardware listed in the purchase order has been installed. A minimum of 30 hours of training must be provided to each group.

Task 23:
Contractor must provide OSP with a document outlining any required trainee prerequisites and system specific tutorials needed by the trainees within 30 days of contract award.

YES	NO	Item #	Deliverables
		1.	Task 1 completed as described in Responsibilities of the Contractor.
		2.	Task 2 completed as described in Responsibilities of the Contractor.
		3.	Task 3 completed as described in Responsibilities of the Contractor.
		4.	Task 4 completed as described in Responsibilities of the Contractor.

		5.	A project schedule has been submitted by the Contractor and approved by the State.
		6.	All Hardware and Software has been delivered.
		7.	Electronic documentation has been submitted using Microsoft Office.
		8.	Must be able to insert on average 40 flat, letter size cut sheets of 20 lb. bond into 9" x 12" envelopes at a speed of 800 mail pieces per hour or greater. The expected average throughput for this equipment system is based on 70% actual production for each hour of operation, which would result in 560 finished mail pieces being produced which contain an average of 40 letter size cut sheets of 20 lb. bond paper being placed into a 9" x 12" flat envelope.
		9.	Must have 6 - high capacity enclosure feeders in addition to the primary document feeder
		10.	Modular Slitter/Cutter/Merger Feed station capable of processing continuous fan fold – 2 up – letter size material and with standard pin feed tractor holes (.5" center to center holes on both edges of the paper web, centered .25" from the paper edge, without continuous perforations) and processed into 8.5" x11" sheets is to be provided. This same slitter/cutter/merger must be capable of feeding 36,000, 8.5 x11 forms per hour/2 up or greater.
		11.	A specially designed paper edge trim removal system is required to minimize the amount of paper dust that is allowed to escape into the work area of the inserters, while collecting the trim in a closed container that holds at least two(2) hours of maximum production processing for the given inserter.
		12.	Must process an insert size ranging from 3.1" x 5.5" or smaller to 8.5" x 11 or greater with a maximum thickness of .5" or greater
		13.	Must process a carrier envelope size ranging from 3.5 " x 6.5" or smaller to 9.5" x 12.625" or greater
		14.	Must be capable of utilizing a Mail Run Data File (MRDF), which will select material to be inserted into one envelope. The 2D barcode on the material will contain unique piece identification and assembly instructions. This information will be used to validate all required material has been inserted in to each envelope and reported back to the MRDF. Any damaged and/or manually processed material is noted in the data base and used for the origination of automated reprints.
		15.	Must be capable of being retrofitted with equipment hardware and software items that will accurately determine the weight of each mail piece processed by the inserter and properly signaling the postage meter (digital postage meter and corresponding base that will comply with the USPS Digital Migration Mandate that became effective January 2007) to apply the correct amount of postage.
		16.	The flat inserting system must have hardware, software and camera systems that are fully integrated with the AWMS and/or FBIS solution(s) or otherwise approved by OSP, as provided in this SOW. The camera systems must be capable of reading 2D barcodes (1/4" data matrix) printed on the front/odd side (sides 1, 3, 5, etc.) of every 8.5" x 11" printed sheet's left hand margin. This system must track in real time any damaged and/or manually processed material and record them to the existing AWMS and/or

			FBIS solution(s) database and generate automated reprints.
		17.	Contractor solution must provide for 99% mail piece integrity, ensuring that every page and/or insert to each mail piece is accounted for consistent with Requirement 7
		18.	Equipment must be capable of being setup and adjusted by the State's machine operators after the training provide during initial installation is completed.
		19.	Must have a divert pocket to collect all damaged or rejected mail pieces; located prior to any future in line scale and/or postage meter.
		20.	Must have a sealing device that can be selected by operator to seal or not to seal the envelopes.
		21.	Task 22 completed as described above.
		22.	Task 23 completed as described above.

Acceptance Criteria –
It shall be the State's sole determination as to whether a deliverable has been successfully completed and acceptable to the State. There must be a signed acceptance document for each deliverable before invoices can be processed for payment.

Acceptance criteria shall consist of the following:

1. The equipment system (Hardware and Software) shall be deemed accepted by the State when provided solution has been installed and is operating and:

2. Has completed and passed (as demonstrated to the satisfaction of the Office of State Publishing) appropriate benchmark and production testing and

3. Training of all employees has successfully been completed to the satisfaction of the Office of State Publishing.

Acceptance Period Testing

Initial acceptance production testing shall be considered successful if the Contractor provided solution can:

- be operated by the OSP personnel without Contractor assistance for a complete production cycle
- Complete production cycle shall consist of the solution operating 20 hours in a working day
- meet or exceed the production capacity specified by OSP (800 mail pieces per hour)

Maintenance and support:

Support will include the following services:

- The supplier must provide continuous maintenance and service coverage for all equipment items listed on the official State of California purchase documents starting from the date that each of the equipment systems has passed all the Benchmark and Production tests, the System Administrator and/or Project Manager have certified to the State Primary Contact for

this SOW that the components referenced in this SOW comply with acceptable performance measures as defined by the State, and the training required for that particular equipment system. If any equipment system items supplied by the Contractor are found to be defective by the State or the Contractor during the first year period following acceptance under normal operation, they must be replaced or repaired without charge to OSP. These services are to be completed according to the terms listed in the Contractor's maintenance service agreement for coverage that is 8 hours per day (8:00 a.m. through 5:00 p.m.), for 5 days per week (Monday through Friday), with the option for additional coverage up to 24 hours per day, for 7 days per week. The OSP will provide adequate storage space and protection for any spare parts the supplier deems necessary to have on site to comply with the maintenance and service terms.

- Troubleshooting Services available via phone and email.
  Vendor must provide service support for 8 hours per day (8:00 a.m. through 5:00 p.m.), for 5 days per week (Monday through Friday), with option to request additional coverage up to 24 hours per day, for 7 days per week. OSP shall not be billed at a rate greater than the standard amounts billed to large commercial operations running similar equipment systems and production volumes for Saturday or Sunday service.
- 4-business-hour response time for critical issues.
- Software support is included in the first year cost.

The Contractor's support as listed above will help the State streamline the product support model by providing quick resolution to questions, trouble shooting solutions, and updates that will help lead to the highest application availability possible.

CONTRACTOR PERFORMANCE

- The State shall be the sole judge of the acceptability of all work performed by the Contractor under the auspices of this Agreement. Should the work performed or the products produced by the Contractor fail to meet the State' minimum conditions and requirements, the following resolution process will be employed, except as superseded by other binding processes:

- The State will notify the Contractor in writing within ten (10) business days after completion of each training class of any acceptance problems by identifying the specific inadequacies and/or failures in the services performed by the Contractor.

- The Contractor will, within five (5) business days after initial problem notification, respond to the State by submitting a detailed explanation describing precisely how the identified services and/or products actually adhere to and satisfy all applicable requirements, and/or a proposed corrective action plan to address the specific inadequacies and/or failures in the identified services and/or products. Failure by the Contractor to respond to the State initial problem notification within the required time limits may result in immediate contract termination. In the event of such termination, the State shall pay all amounts due to the Contractor for all work accepted prior to termination.

  A. The State will, within five (5) business days after receipt of the Contractor detailed explanation and/or proposed corrective action plan, notify the Contractor in writing whether it accepts or rejects the explanation and/or plan. If the State rejects the explanation and/or plan, the Contractor will submit a revised corrective action plan within three (3) business days of notification of rejection. Failure by the Contractor to

respond to the notification of rejection by submitting a revised corrective action plan within the required time limits may result in immediate contract termination. In the event of such termination, the State shall pay all amounts due to the Contractor for all work accepted prior to termination.

B. The State will, within five (5) business days of receipt of the revised corrective action plan, notify the Contractor in writing whether it accepts or rejects the revised corrective action plan proposed by the Contractor. Rejection of the revised corrective action plan will result in immediate contract termination. In the event of such termination, the State shall pay all amounts due to the Contractor for all work accepted prior to termination.

BUDGET DETAIL AND PAYMENT PROVISIONS

I. INVOICING AND PAYMENT

A. Following State's acceptance of each deliverable, the Contractor shall submit an invoice, in duplicate, in an amount not to exceed the percentage of the total contract amount as stated in this Agreement .

B. All invoices must include the following information:

1. Reference the contract number.
2. List the actual deliverable.
3. Include a certification statement signed by a company official, attesting to the accuracy of the invoice data.

C. All invoices must be submitted directly to:

DGS – Office of State Publishing
344 N 7th Street
Sacramento, CA 95811

I. BUDGET CONTINGENCY CLAUSE

A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to the Contractor or to furnish any other considerations under this agreement and the Contractor shall not be obligated to perform any provisions of this Agreement.

B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option either to cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to the Contractor to reflect the reduced amount.

III. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5.

Pitney Bowes

Engineering the flow of communication

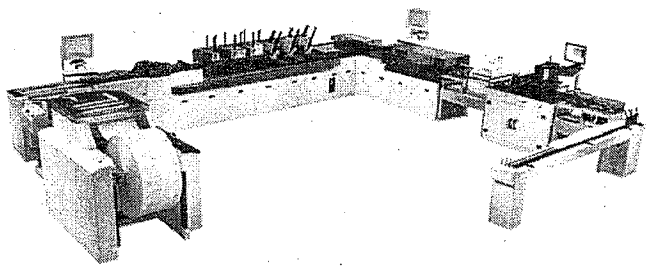
PROPOSAL

CA.GOV

Department of General Services
Office of State Publishing
Digital Print and Mailing Services Section

Sacramento, CA

Flats/Fold FPS Solution in File-based environment



Tom Tanaka	Account Manager
Brian Vance	CDE
Robert Carlino	Project Manager
Sacramento	Install District
MA080769	Application Numbers

The information contained in this document and the solution proposed by Pitney Bowes document messaging technologies, inc. ("DMT") [or Pitney Bowes inc. ("PBI")] is proprietary and confidential to DMT [or PBI]. These materials can be used solely for the purpose of evaluating a possible transaction between DMT [or PBI] and its prospective customer. No recipient of these materials may use them for their own commercial advantage. The recipient of these materials must hold them in confidence and shall not distribute them, in whole or in part, to any other individual or entity in any form without the prior written consent of DMT [or PBI] management.

1. CONTACTS

OSP Contact List			
Name	**Title**	**Office Phone**	**Email**
Kenneth Thompson	Project manager	916-322-6277	Kenneth.thompson@dgs.ca.gov
Terese Knisely	Print and Mail Integrity System	916-445-4854	Therese.knisely@dgs.ca.gov
Jay Hearnely	Analyst	916-327-0719	jay.hearnley@dgs.ca.gov
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Steve Hart	Account Executive	916-214-4229	Stephen.hart@pb.com
Tom Tanaka	Government Sales Manager	310-791-9945	Tom.tanaka@pb.com
Brian Vance	Customer Development Engineer	520-743-3077	Brian.vance@pb.com
Robert Siverand	Western Region Service Director	203-512-8362	Robert.siverand@pb.com
David Torres	Service Manager, Sacramento	916-708-5596	David.torres@pb.com
Robert Carlino	Project Manager	203-300-2354	Robert.f.carlino@pb.com
Bob Schottenhammer	Customer Solutions Analyst – Emtex	310-715-9141	bschottenhammer@us.emtex.com
Doug MacDonald	Emtex West Coast Sales Mgr.	805-202-9147	dmacdonald@us.emtex.com
Jim Murphy	Systems Engineer		

2. ACCOUNT OVERVIEW

The Office of State Publishing (OSP), was established in 1872 by the California State Legislature. California Government Code sections 14850 through 14860 define the roles and responsibilities of the Office of State Publishing. OSP's primary mission is to provide complete printing services for the Legislature. OSP must ensure that legislative information is printed accurately, reliably and in a timely manner in order for the Legislature to successfully conduct business. OSP is responsible for printing all legislative bills for the Legislature. The total production requirements for the wide variety of items produced for the Legislature is approximately 400,000,000 pages for any given year. In addition to legislative printing, OSP also provides printing services to other State agencies with product offerings that include the printing of publications, forms, brochures, booklets, maps, and soft cover books. OSP services include digital production of small volume variable data print and mail jobs, forms management, legislative subscription service, fulfillment, advertising, design, mass mailing and interagency mail service. This experience and expertise has given OSP the background needed to serve as a print and mail services provider (PMSP).

Current federal mandates require the Department of Child Support Services (DCSS) to implement a centralized system for collecting and distributing child support to approximately 2 million families statewide. The DCSS system is known as the California Child Support Automation System (CCSAS). Within California, child support enforcement (CSE) services are managed by the State, but conducted at the county level. Beginning in February 2007 and continuing over an 18 month period, the counties will transition to CCSAS. DCSS case workers track CSE correspondence in six or more languages. The printed materials must be printed in any of these languages for a given program participant based on their preference.

DCSS has requested that the print and mail inserting functions for this workload be performed by one organization in one facility to ensure complete accountability and confidentiality of personal, financial and individual case information. The OSP competitively bid and won the opportunity to be the PMSP for CCSAS. When the system is fully operational, the OSP will be required to print and mail approximately 15 million pages of informational and legal documents each month. DCSS must have complete assurance that the legal written communication documents have been printed and mailed within the federal guidelines. The initial production of CSE correspondence began in February 2007 with approximately 400,000 page images per month that resulted in approximately 100,000 mail pieces.

Bowe Bell + Howell won the 2006 bid to upgrade their digital printers and inserting technology allowing them to process the volumes required with three Enduros, full Bowe One, and Sefas to prepare the files. This high integrity system ensures every mailed piece has been printed and mailed as specified by the federal legal mandates. The volume will increase to approximately 7.6 million page images per month by October 2008 and, subsequently, increase by approximately 2% annually. The State will be phasing in the print volume beginning in February 2007 and continuing through September 2008. Note that the print volume will increase gradually until September 2008, when it will increase by approximately 30% in one month.

The current requirement is to increase OSP's flats production capacity. The September 2008 phase will increase the required capacity from the current 2,700 per day to a maximum of 12,600 per day. Each mailpiece includes from 11 to 75 sheets with an average of 37 pages per mailpiece. There is a booklet in English or Spanish that will be included.

Ship to Address	Correspondence Address
Office of State Publishing 1050 Richards Blvd.	Kenneth Thompson 344 North 7th St

Sacramento, CA 95811	Sacramento, CA 95811

3. SOLUTION OVERVIEW

3.1 Applications (details and diagrams in Section 5)

- Child Support Flats (primary application)
  - 11-72 pgs, 40 pgs average is the primary application
  - Printed on OCE 2-up then currently sheeted for flats. They will be changing the flats to be fan-fold.
    - The customer will re-sequence the flats via Prisma or the printers to enable processing face-down, foot first, R-L to fit the Westport brokerfold configuration.
    - The customer may also rotate the print image 180degress to enable head first processing so they can move the window location on the flats envelope. (current location requires off-line metering)
  - Volumes of 6,400 per day (peak potential of 12,800). Currently running 2 or 3 shifts, 6.5hrs per shift. The expectation of the new machine is to process the average volume in one shift and peak volume in two shifts (expectation depending on no material or operational issues).
    - The 72K cutter enables them to run in 1 and 2 shifts respectably.
  - Top address, 2D barcode that includes all the machine instructions.
  - Currently the BBH system processes this application in a File-Audit mode with JETVision. OSP wants this to be processed in a File-Based mode by the FPS. (see diagram in Section 6.3)

- Child Support Letters (secondary application)
  - The letters are 1-10 pages, half fold 6x9.5 and would be processed as backup for the BBH Enduro.
  - Letters are currently inserted face-down, foot first, L-R, low to high. This will remain the same and process face-up, foot first into the cutter to obtain the proper fold and R-L as fed flow.
  - Volumes would be dependant on periodic processing requirement.
  - Same address and 2D layout as the flats.
  - The letters jobs are currently processed in a File-Based environment on the Enduros using Bowe One Item. OSP wants this to be processed, if required, on the FPS in a File-Based mode outside of the Bowe One data path. (see diagram is Section 6.3)

- Other applications
  - OMR letters, will be printed on 2up web and processed as backup for the Enduro.
  - Processed the same as the Child Support Letters (face-down, foot first, L-R)
  - 1 or 2 or 3 page batched. C-Fold. No inserts.
  - Top address cover page OR no address and inserted into a closed-face pre-printed envelope.

3.2 Inserting Solution

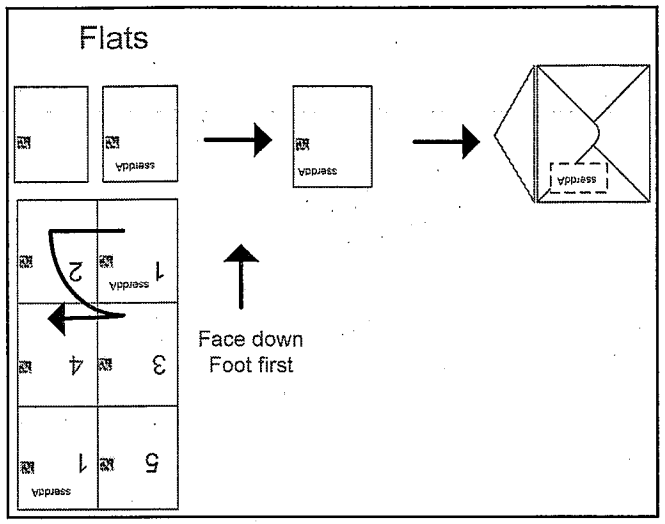
- An FPS SD 12KF will be configured with a west port broker fold module for the primary flats application.
- There is also a west port RAT1 turnover module mounted downstream of the broker fold module for the letters applications.
- One 72K cutter will be placed on the machine to be rolled between the inputs during flats to letters job change. Job change may occur daily for 10 days out of the month.
- The machine is capable of being upgraded to add a second cutter to remove the need for rolling the cutter between inputs. (additional components and integration and floor space would be required)
- The machine is capable of being upgraded to add an inline sheet feeder for flats or letters applications. (additional components and integration and floor space would be required)
- The system will include a DC file-based system to process the applications in a file-based MRDF environment.
- A second File Server will be supplied as a cold spare to provide faster recovery in the event of a hardware failure. Both servers include mirrored raid array drives.
- The DC file server, spare, and the Emtex server will be racked into a full-height RDD2 rack which includes a single UPS to enable a controlled shutdown on account of power loss.

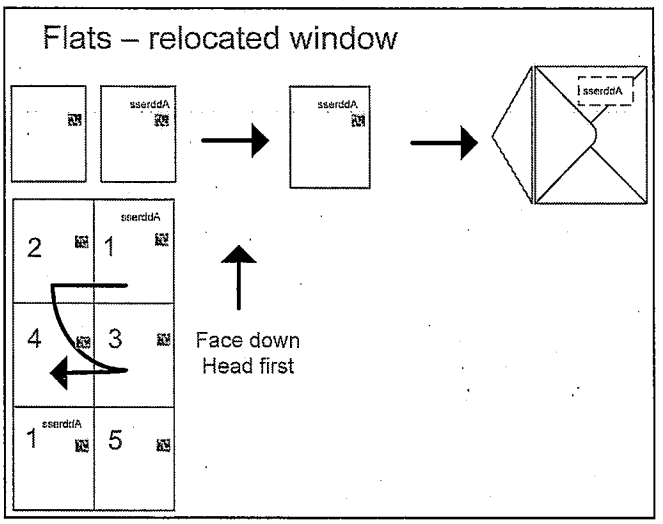
4. APPLICATION PROFILE

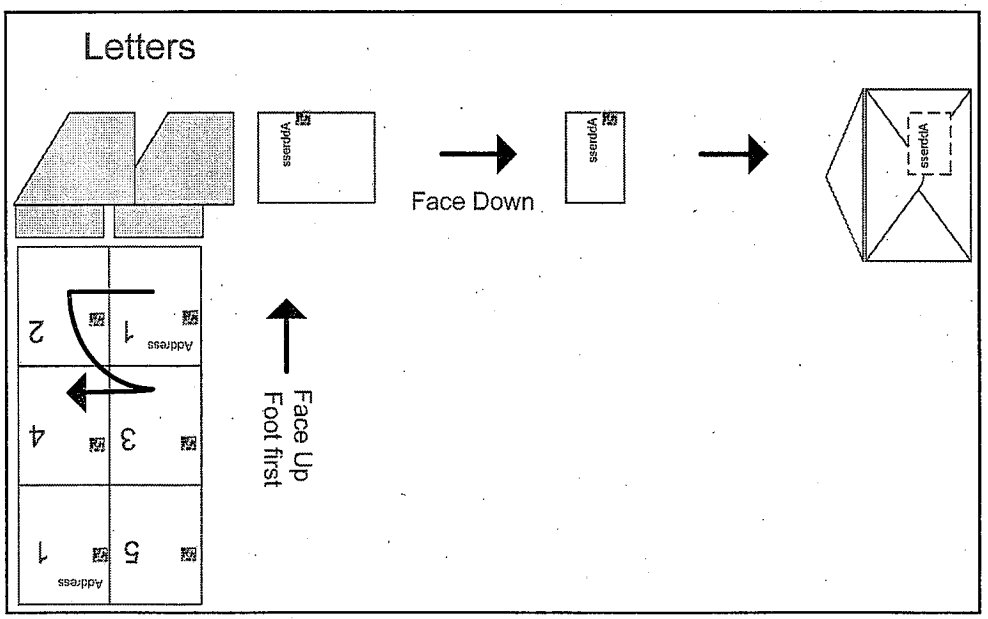
4.1 Paper Flow - Inserters

SYSTEM CONFIG	CSN Flat - Primary	CSN Flat – Relocated Envelope Address Window	CSN Fold	DRA - OMR letters
BARCODE	2D	2D	2D	OMR
APPLICATION NAME	CSN B-job	CSN B-job	CSN A-job	**TBD if on FPS**
CONTROL SOURCE	2D or File	2D or File	2D or File	OMR
LEGACY / NEW	Legacy	Legacy	Legacy	Legacy
MATERIAL	**2up web**	**2up web**	**2up web**	**2up web**
PAPER ORIENTATION	Port to Land	Port to Land	Port to Port	Port to Port
LEADING EDGE INPUT	Foot	Head	Foot	Foot
LEADING EDGE CHASSIS	Right	Left	Foot	Foot
FACE SHOWING (AS FED)	Face Down	Face Down	Face Up (in cutter)	Face up (in cutter)
PAGE SEQUENCE (AS FED)	Low to High	Low to High	Low to High	Low to High
PRINT SEQUENCE (AS FED)	R-L (is L-R)	R-L (is L-R)	R-L	R-L
EOC	Pg = Pg Total	Pg = Pg Total	Pg = Pg Total	Demand Feed
FOLD	**Flat**	**Flat**	**Half**	**C-fold**
ADDRESS (AS READ)	Top left	Top left	Top left	Top Left
SCANNING LOCATION	Bottom - Left	Bottom - Right	Top - Right	Top – Right
SCANNING AREA (AS FED)	Trail	Lead	Trail	Trail
PAGES RANGE	11-72	11-72	1-10	1 or 2 or 3 (batched)
PAGE AVERAGE	40	40	4	2
SUBSETS	Y	Y	N	N
PRE LENGTH	11	11	11	11
PRE WIDTH	18	18	18	18
POST LENGTH	11	11	5.5	3.66
POST WIDTH	8.5	8.5	8.5	8.5
OUTSIDE ENVELOPE	Window bottom right (as flow)	Window bottom left (as flow)	Windowed 6x9.5	#10, executive. Some pre-printed (closed face), some with window (cover sheet added to print stream)
APPLICATION NOTES	Customer will resequence print.	Customer will resequence print. And **rotate as well**	Processed as backup to Enduro	Processed as backup to Enduro
INSERTS	Return and booklet	Return and booklet	Return and booklet	No inserts

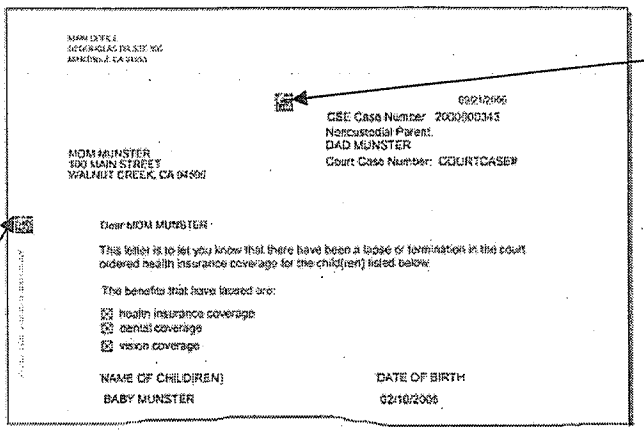
4.2 Application Diagrams







4.3 Application Sample and 2D layout

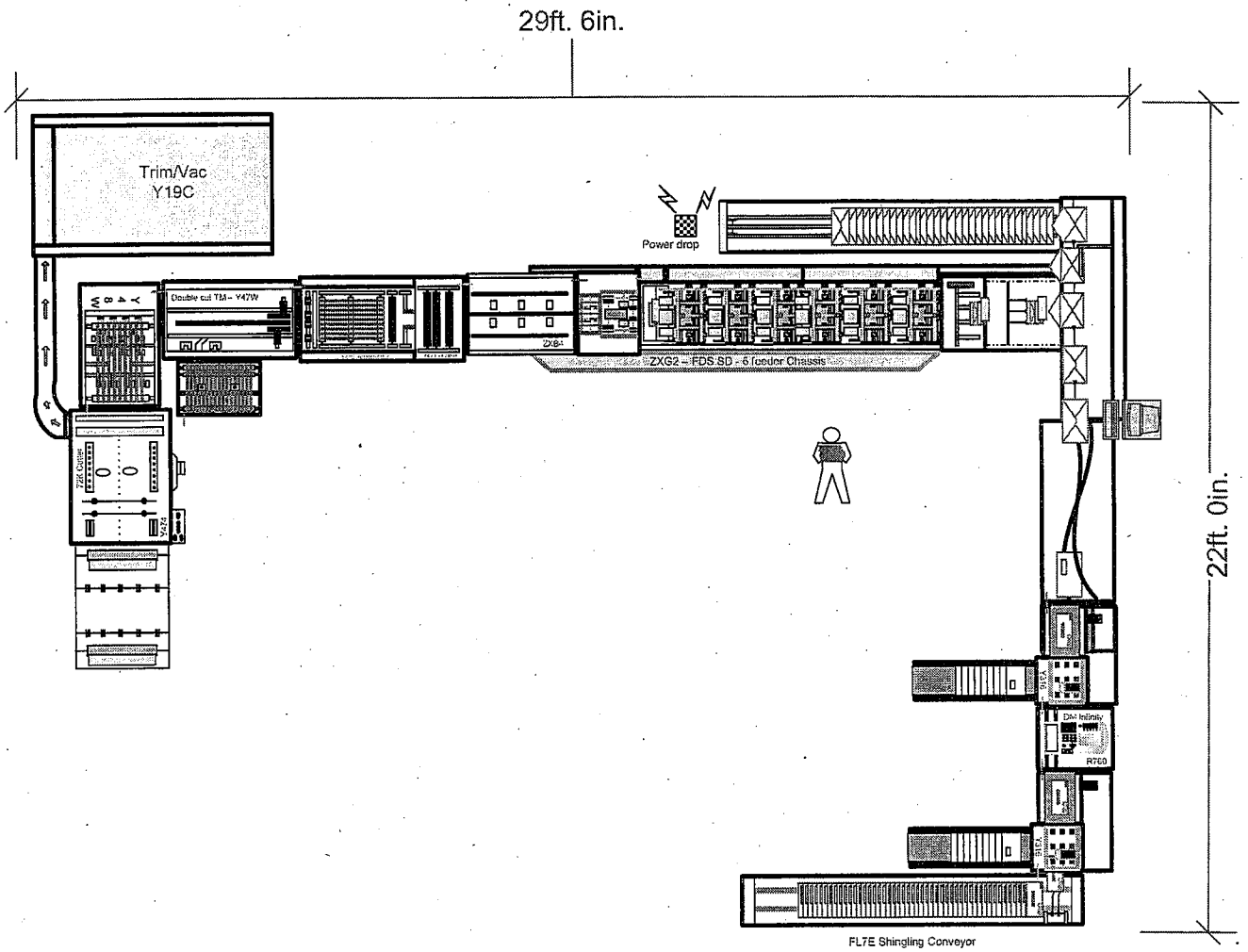


Position	Field Name	Source	Fmt	Content
1 – 3	Job Type	CCSAS	AN	Describes the production file attributes
4 – 13	Unique Bundle ID	SEFAS	N	This number is pulled from the .zip file
14 – 21	Sequential Mail Piece ID	SEFAS	N	Derived
22 – 24	Total Sheets	CCSAS	N	Total number of sheets for this piece
25 – 26	Weight Class	CCSAS	N	Weight of each mail piece in ounces
27	Courtesy Reply Feeder 1	CCSAS	N	0 = don't feed; 1 = feed
28	Business Reply Feeder 2	CCSAS	N	0 = don't feed; 1 = feed
29	Booklet Feeder 3	CCSAS	N	0 = don't feed; 1 = feed
30	Insert Feeder 4	CCSAS	N	0 = don't feed; 1 = feed
31	Insert Feeder 5	CCSAS	N	0 = don't feed; 1 = feed
32	Insert Feeder 6	CCSAS	N	0 = don't feed; 1 = feed
33	Demand Feed	SEFAS	N	0 = every page but the last page; 1 = last page
34 – 36	Current Sheet Number	SEFAS	N	Derived
37	Security Divert	CCSAS	N	0=meter; 1 = don't meter, this would be for foreign or other non-conforming mail

4.4 Application Sample and OMR layout

Position	Field Name	Format	Page	Content
1	Bench Mark	Binary – present	All pgs	First mark towards bottom of pg
2	End of Set	Binary – present	Last pg	
3	Set Sequence –1	Binary – present	Last pg	0-7 and wraps
4	Set Sequence - 2	Binary – present	Last pg	
5	Set Sequence - 4	Binary - present	Last pg	

5.1 System Drawing



NOTE: Air and Network are dropped with the Power Drop (shown as green box in front of envelope feeder)

6.1 Electrical Requirements

Module	Voltage	Phase	Amps	# of Drops	Connection	Remarks
FPS Inserter	208	3	50	1	NEMA 15-50R	Dedicated Circuit. 4-wire (L1,L2,L3, Earth)
Trim and Vac	208	1	30	1	NEMA L-30R	L1, L2, Earth
Aux Power Drop	120	1	20	1	NEMA 5-20R	(4) Receptacles (Quad-plex)
Insite Workstation	120	1	15	3	NEMA 5-15R	Drops to be placed where the workstations are located; 1 by FPS, 1 by Emtex, 1 TBD
Network Printer	120	1	15	2	NEMA 5-15R	Duplex Drops, located with Insite Workstation by FPS
DC File Server(s)	120	1	30	2	NEMA L5-30R	Qty(2) Twist Locks on separate circuit to feed the server rack

6.2 System Operating Environment

- Room operating temperature range 50-80 °F (10 – 27 degrees °C).
- Humidity range 15% to 80% relative humidity non-condensing
- Ventilation room air turnover 3 times per hour
- Ambient illumination, direct sunlight should be avoided

6.3 Compressed Air Requirements

The system requires a compressed air supply. The customer will provide all of the equipment and service required to maintain a compressed shop air system to work with the Pitney Bowes equipment. The shop air would also be used for a daily cleaning maintenance operation on the Inserter system. A separate line and nozzle is required for cleaning.

The air input is physically located on envelope conveyor where it connects to front table.
Note: 5 Microns Particulate Filtration required
Mating connector is based on:
US MIL-C4109 1/4"
ISO 6150 B
Example: CEJN Part number: 10-310-1452

CONFIGURATION	SOURCE	AIR REQUIREMENT
FPS12F ZX50 friction feeders, Broker Fold module, and 72K HPI Cutter	***Shop Air***	Max 8.4 SCFM (max CFM 3.5) at 70psi (4.8 bar)

6.4 Estimated BTU's

- The FPS inserter will run at approximately 25,000 BTUs including the site server.

6.5 Network Requirements

- The FPS inserter, File Server rack, and the Direct Connect Workstations will require a minimum of (1) one network drop each at the installation location installed by the customer prior to the system installation. An extra network drop is recommended for redundancy purposes.
    - All network cabling should be a minimum of CAT5 and adhere to the IEEE 802.3 specifications for maximum lengths (300ft) and routing requirements.
    - All network cables should terminate in the location designated for the installation of the equipment, resulting in a segmented network isolated from other network traffic
- The Pitney Bowes file server solution will arrive on site installed in a 42U server rack. This server rack is mounted on a shock pallet. The rack size is (H x D x W): 73.5" x 39.7" x 24".
    - The rack will be placed within a climate controlled raised floor room of the new building within 150ft of the equipment.

6.6 General Testing Process

All systems must pass comprehensive testing by the Integration team prior to releasing for service checkout and/or shipment. Functionality testing is performed on:

- Controls (levers, latches, knobs, etc. used to access system areas)
- Adjustments (fold plates, feeder knobs, etc. used for operator application set-up)
- Indicators (jam detection, error messages, feeder delay, etc. used to notify operator of system status

Additionally, the systems are tested with blank demo forms configured to accommodate system application capabilities. Testing using customer provided material, when available, is performed after system break-in to verify all operational requirements.
Based on system or application complexity, the Service team may designate a local Customer Service Representative to perform an additional checkout in the factory prior to shipment. This process consists of validating that the system configuration will meet customer requirements and performing controlled test runs, using customer provided samples, with application processing validation.

7. CHANGE MANAGEMENT

The Statement of Work provides detailed information about the system design, system features, and work to be performed for State of CA OSP .Any changes to job specifications, paper flow, barcode locations, barcode content or layout, system specifications, system capabilities, hardware, software, or additional options/accessories necessary to comply with changes requested by or caused by OSP may result in delayed implementation and additional charges.

In the event changes are required the following procedures will be implemented:

1. A change order must be filled out with the requested changes (double click the icon below to display the Project Change Request form).

"Project Change Request v1.doc"

2. Pitney Bowes Document Messaging Technologies will communicate the reasons, scope, timing, and costs associated with the change order to OSP prior to proceeding with the change.
3. OSP must formally approve the change, including associated timing and costs, prior to implementation of the change order.
4. Pitney Bowes Document Technologies will implement the specified change and invoice OSP as per change order agreement.

8. ADDENDUM A: PITNEY BOWES STANDARD MAIL RUN DATA FILE (MRDF)

8.1 The MRDF" Input Data File

The input file is a fixed field, fixed record length ASCII file. It contains one (1) record for each mailpiece contained in the job. It does not matter if the record has multiple sheets in it. The MRDF is created at the same time as the print file. When the print file is sent to the print spool the MRDF is downloaded to the inserter file server. One input file format can be used for several different jobs simply by populating the existing fields with different information.
The Input File also contains a Header Record as the very first record of an MRDF (Input File). The Header Record contains job related and set-up information for enhancements to Job Processing, operator intervention, materials tracking, Data gathering and SLA tracking.

The input file contains all the information necessary for inserter functionality and proper mailpiece tracking. The file may also contain information that is useful to the customer but not needed for inserter operation. There are no length restrictions for the file, but typically they run 200 – 250 characters for a standard application to 700 – 750 characters for in-line addressing.
Each field must have enough characters to contain the longest piece of information (i.e.: if the longest name is 20 characters, the field should be at least that long). Each record will be terminated by a carriage return / line feed, as specified in Section 8.1.1 (File Type).

NOTE:

Name = Field name
Start = Field's starting position within the record
Len = Field length
Aux = Not applicable
Type = Field type (see below)

ASCII_Alpha = Alphanumeric and special characters allowed. Field is left-justified and padded with right-most trailing spaces.

ASCII_Number = Numeric characters only. No alphabetic or special characters allowed. Field is right-justified and padded with left-most leading zeros.

Important Note: Unused alphanumeric fields must be filled with spaces. Unused numeric fields must be filled with zeros.

8.1.1.1 Standard Input File Header

A single header record is included in every Input file. This header record is used for a variety of features and functions that you may have purchased along with the file-based processing feature. The Input file header record is the first record in the Input file. It has a different field layout than the mailpiece records that follow it, and it contains information that is constant throughout the entire mailrun.

The Input file header record has a fixed record length, and is delineated with a <CR><LF>. The header record contains fixed-position fields in a fixed-width ASCII format. Numeric fields must be right-justified, filled with left-most leading zeros and be in Base 10 format. Alphanumeric fields must be left-justified and filled with right-most trailing spaces. Note that unused alphanumeric fields must be filled with spaces and unused numeric fields must be filled with zeros.

NOTE: InSite is a Pitney Bowes product that acts as a dashboard for the production environment. It graphically presents the status of all the inserter jobs that are in production. InSite can be configured to display the information you want in the order and configuration that you want it. If you will be using InSite, you must include a header record in your Input file. If you anticipate using InSite in the future, we recommend including this record from the start, and leaving it blank until it is needed. This will make for a smoother transition when you do implement the additional functionality. Contact your Pitney Bowes sales representative for information regarding our InSite product.

This section includes the following topics:

Input File Header Record Layout and Descriptions

8.1.1.2 Standard MRDF – Header Record Layout Always Record #1 of an MRDF

Field	Start	Len	Type	Name	Description
1	1	8	A	JobID	This field must match the barcoded Job ID that is printed on the input documents, so that there is no doubt that the physical material loaded for the job should be run using the Input file that was opened. It is highly recommended that this value is unique for a given mailing cycle.
2	9	15	A	RunID	Typically this field is populated with the same value as Job ID, however, it can be used as an alias for Job ID. It is highly recommended that this value is unique for a given mailing cycle, and ideally that is unique for a given year. The Run ID is required for InSite and DFWorks Job Tracking.
3	24	19	A	CreationDate	This field specifies the creation date and time of the mailrun. Use the format MM/DD/YYYY HH:MM:SS. (Note that there is one space between the date and time). The Creation Date is required for InSite and DFWorks Job Tracking.
4	43	15	A	GroupID	This field specifies the group classification, and is normally assigned the same value as Job Type. The Group ID can, however, contain a different value than Job Type if required. The Group ID is required for InSite Job Tracking.
5	58	15	A	JobType	This field specifies the job classification type (e.g., statements, checks, letters, etc.) to which this mailrun belongs. The Job Type is required for InSite and DFWorks Job Tracking.
6	73	15	A	ApplicationID	This field specifies the parent Application ID for this mailrun. The Application ID is required for InSite and DFWorks Job Tracking.
7	88	5	A	CycleID	This field specifies the billing cycle (i.e., the month and day) to which this mailrun belongs. Use the format MM_DD. The Cycle ID is required for InSite and DFWorks Job Tracking.
8	93	15	A	ClientID	This field specifies the internal or external client associated with this mailrun. The Client ID is required for InSite and DFWorks Job Tracking.
9	108	19	A	SLADueDate	This field specifies the Service Level Agreement due date for the mailrun. Use the format MM/DD/YYYY HH:MM:SS. (Note that there is one space between the date and time). The SLA Due Date is required for InSite and DFWorks Job Tracking.
10	127	5	N	SLAWarningOffset	This field specifies the time in seconds prior to the Service Level Argeement due date by which a warning should be declared if the mailrun has not reached a "closed" state. The SLA Warning Offset is required for InSite and DFWorks Job Tracking.
11	132	19	A	ReprintDueDate	This field specifies the Reprint Level Agreement due date for damaged mailpieces associated with the mailrun when it is in a "reprint state". Use the format MM/DD/YYYY HH:MM:SS. (Note that there is one space between the date and time). This field is intended for future use. No Pitney Bowes software currently uses the information in this field.
12	151	5	N	ReprintWarningOffset	This field specifies the time in seconds prior to Reprint Level Agreement due date by which a warning should be declared if the mailrun has not reached a "closed" state. This field is intended for future use. No Pitney Bowes software currently uses the information in this field.
13	156	1	N	DataSetType	This field identifies the type of mailrun. Possible values for this field are: 1 = Non File-Based Application (i.e, no piece records, header record only), 2 = File-Based Application (i.e., contains piece records) The Data Set Type is required for InSite and DFWorks Job Tracking.
14	157	6	N	PlannedMailpieceCount	This field specifies the number of mailpieces in the mailrun. The Planned

					Mailpiece Count is required for InSite and DFWorks Job Tracking when you are running a non file-based application.
15	163	10	N	PlannedSheetCount	This field specifies the number of physical sheets in the mailrun. The Planned Mailpiece Count is required for InSite and DFWorks Job Tracking when you are running a non file-based application.
16	173	16	A	ChargebackAccount	This field is used for chargeback accounting. The value must match the preassigned values in your OMS (Operations Management System) or PAM (Postage Accounting Management) software, and is the account to which the mailrun should be charged.
17	189	24	A	ChargebackSubAccount	This field is used for chargeback accounting. The value must match the preassigned values in your OMS or PAM software, and is the subaccount to which the mailrun should be charged.
18	213	3	N	ChargebackCarrier	This field is used for chargeback accounting. The value must match the preassigned values in your OMS or PAM software, and is the numerical value that identifies the carrier (e.g., USPS, UPS, Fedex, etc) for this mailrun.
19	216	3	N	ChargebackClass	This field is used for chargeback accounting. The value must match the preassigned values in your OMS or PAM software, and is the numerical value that identifies the postage or shipping class (e.g., 1st class, 2nd class, 3rd class mail) for this mailrun.
20	219	8	A	InserterMode	This field is only used when you have the File-Based Job Setup feature. The value specifies the name of the pre-established inserter operating mode associated with this mailrun.
21	227	5	A	PostageMeter01Setting	This field is only used when you have the File-Based Job Setup feature and Meter Links at each meter. This field specifies the amount of postage to be applied to each mailpiece at the given meter. This field must be a decimal number with one digit to the left of the decimal point, and three digits to the right (e.g., 0.370 is used to indicate 37 cents). There are four Postage Meter Setting fields available to accommodate as many as four postage meters on the inserter.
22	232	5	A	PostageMeter02Setting	See PostageMeter01Setting for field definition
23	237	5	A	PostageMeter03Setting	See PostageMeter01Setting for field definition
24	242	5	A	PostageMeter04Setting	See PostageMeter01Setting for field definition
25	247	1	N	InsertFeeder01Mode	This field is only used when you have the File-Based Job Setup feature. This field specifies the operational mode for this insert feeder. Possible values for this field are: 1 = Never, 2 = Data Select, 3 = Priority Select, 4 = Priority Fill, 6 = Always. There are 16 of these fields available to accommodate as many as 16 insert feeders.
26	248	1	N	InsertFeeder02Mode	See Insert Feeder01Mode for field definition
27	249	1	N	InsertFeeder03Mode	See Insert Feeder01Mode for field definition
28	250	1	N	InsertFeeder04Mode	See Insert Feeder01Mode for field definition
29	251	1	N	InsertFeeder05Mode	See Insert Feeder01Mode for field definition
30	252	1	N	InsertFeeder06Mode	See Insert Feeder01Mode for field definition
31	253	1	N	InsertFeeder07Mode	See Insert Feeder01Mode for field definition
32	254	1	N	InsertFeeder08Mode	See Insert Feeder01Mode for field definition
33	255	1	N	InsertFeeder09Mode	See Insert Feeder01Mode for field definition
34	256	1	N	InsertFeeder10Mode	See Insert Feeder01Mode for field definition
35	257	1	N	InsertFeeder11Mode	See Insert Feeder01Mode for field definition

36	258	1	N	InsertFeeder12Mode	See Insert Feeder01Mode for field definition
37	259	1	N	InsertFeeder13Mode	See Insert Feeder01Mode for field definition
38	260	1	N	InsertFeeder14Mode	See Insert Feeder01Mode for field definition
39	261	1	N	InsertFeeder15Mode	See Insert Feeder01Mode for field definition
40	262	1	N	InsertFeeder16Mode	See Insert Feeder01Mode for field definition
41	263	8	A	EnvelopeFeederDocID	This field is only used when you have the File-Based Job Setup feature. This value is a unique document ID assigned to the envelope feeder, and is the reference needed to access envelope attributes (e.g., weight, priority, loading instructions) in the Document Database that are used to automate envelope feeder setup.
42	271	8	A	InsertFeeder01DocID	This field is only used when you have the File-Based Job Setup feature. This value is a unique document ID assigned to an insert feeder, and is the reference needed to access insert attributes (e.g., weight, priority, loading instructions) in the Document Database that are used to automate insert feeder setup. There are 16 of these fields available to accommodate as many as 16 insert feeders on the inserter.
43	279	8	A	InsertFeeder02DocID	See InsertFeeder01DocID for field definition
44	287	8	A	InsertFeeder03DocID	See InsertFeeder01DocID for field definition
45	295	8	A	InsertFeeder04DocID	See InsertFeeder01DocID for field definition
46	303	8	A	InsertFeeder05DocID	See InsertFeeder01DocID for field definition
47	311	8	A	InsertFeeder06DocID	See InsertFeeder01DocID for field definition
48	319	8	A	InsertFeeder07DocID	See InsertFeeder01DocID for field definition
49	327	8	A	InsertFeeder08DocID	See InsertFeeder01DocID for field definition
50	335	8	A	InsertFeeder09DocID	See InsertFeeder01DocID for field definition
51	343	8	A	InsertFeeder10DocID	See InsertFeeder01DocID for field definition
52	351	8	A	InsertFeeder11DocID	See InsertFeeder01DocID for field definition
53	359	8	A	InsertFeeder12DocID	See InsertFeeder01DocID for field definition
54	367	8	A	InsertFeeder13DocID	See InsertFeeder01DocID for field definition
55	375	8	A	InsertFeeder14DocID	See InsertFeeder01DocID for field definition
56	383	8	A	InsertFeeder15DocID	See InsertFeeder01DocID for field definition
57	391	8	A	InsertFeeder16DocID	See InsertFeeder01DocID for field definition
58	399	30	A	UserDefinedField1	This field is a user-defined field that does not affect the control of the inserter, but is intended for custom functionality. The data in this field is significant to your own applications. There are two of these fields available to accommodate as many as two user-defined fields.
59	429	30	A	UserDefinedField2	See UserDefinedField1 for field definition
60	459	424	A	Filler	This field is for the purpose of making the header record of the Input file the same length as the piece level records of the Input file. The Input file is easier to work with when all records within the Input file have the same record length.
61	883	1	A	EOR "X"	End of Record Indicator. Insures FTP Client does not truncate trailing spaces.

883 TOTAL CHARACTERS

8.1.1.3 Standard Input File

A single Input file must be generated for each mailrun. Each mailpiece within the run will have a unique mailpiece record within the Input file. The mailpiece record identifies specific inserter control parameters associated with the mailpiece.

File Specifications. The Input file contains mailpiece records that have a fixed record length, and are delineated with a <CR><LF>. Each mailpiece record contains fixed-position fields in a fixed-width ASCII format. The first mailpiece record should contain a PieceID equal to one (1) or the lowest value you will use, and must increment by one (1) with each subsequent mailpiece record. Numeric fields must be right-justified, filled with left-most leading zeros, and be in Base 10 format. Alphanumeric fields must be left-justified and filled with right-most trailing spaces. Note that unused alphanumeric fields must be filled with spaces and unused numeric fields must be filled with zeros.

Input File Fields. The Input file contains two kinds of information: machine control information and pass-through fields. Machine control information is used to activate insert feeders, edge markers, tray breaks, printing, or other inserter components. Pass-through fields do not affect the control of the inserter. Instead, these fields contain data that is passed on to the Output and Select files, and in turn, back to your applications. The data in these fields is significant to your own applications. For example, a phone company may use the customer's phone number as an account identifier, and may wish to pass this data on in a pass-through field so that the information is readily available to their mainframe applications.

Selecting Standard Fields To Use. The Standard Input File layout should support every machine configuration and application that you may have. To determine which fields in the Standard Input File you will use and which you will not use, start by looking at the physical layout of your machine. What are the physical components of the inserter that you need to control through the Input file? For example, you have an input feeder, and the inserter needs to know the total number of sheets to feed per mailpiece. If you have multiple input feeders, you will need a TotalSheetsInputFdr field for each one.
How many insert feeders do you have? You will have a field for each feeder to instruct the inserter whether or not to feed an insert there. Do you have a printer for printing addresses on closed faced envelopes? If so, you will need recipient address fields, return address fields (if it is not preprinted on the envelope), and maybe a field for a marketing message or graphic. Do you need to control edge markers, or tell the inserter when to initiate a tray break to start filling up a new mail tray? Do you require any special handling like quality audits or account pulls? The physical layout of your machine ultimately dictates what the machine control fields need to be. All fields within the Standard Input File that will be used must be populated with data. All fields that will not be used must be filled with spaces (alphanumeric fields) or zeros (numeric fields).

This section includes the following topics:

Input File Record Layout and Descriptions

8.1.1.3.1 Mail Run Data File Format (Input File) Records #2 & so on.

This is the ASCII representation of the MRDF:

Field	Start	Len	Type	Name	Description
1	1	8	A	JobID	The value in this field must match the barcoded Job ID that is printed on the input documents, so that there is no doubt that the physical material loaded for the job should be run using the Input file that was opened. It is highly recommended that this value is unique for a given mailing cycle.
2	9	6	N	PieceID	The value in this field must match the barcoded Piece ID that is printed on the input documents. It is the link between the scancode and the mailpiece record within the Input file that contains the assembly instructions for that mailpiece.

					This value must be unique for each mailpiece, and must increment by 1 for each record within the file.
3	15	2	N	TotalSheetsInputFdr1	This field identifies the total number of physical sheets of paper that should be fed from the input feeder for the mailpiece. If you have multiple input feeders, you will need a Total Sheets field for each input feeder. There are two of these fields available to accommodate as many as two input feeders on the inserter (e.g., a RAT1 with east and north feeder inputs).
4	17	2	N	TotalSheetsInputFdr2	See TotalSheetsInputFdr2 for field definition
5	19	2	N	SubsetSheetNumInptFdr1	This field is used for application control of subsetting. It should be populated with the physical sheet number within the mailpiece at which the subset should occur. There are two of these fields available to accommodate as many as two input feeders on the inserter (e.g., a RAT1 with east and north feeder inputs).
6	21	2	N	SubsetSheetNumInptFdr2	See SubsetSheetNumInptFdr2 for field definition
7	23	2	N	StitchSheetNumInptFdr1	This field is used for application control of stitching. It should be populated with the physical sheet number within the mailpiece at which the stitch should occur. There are two of these fields available to accommodate as many as two input feeders on the inserter (e.g., a RAT1 with east and north feeder inputs).
8	25	2	N	StitchSheetNumInptFdr2	See StitchSheetNumInptFdr2 for field definition
9	27	20	A	AccountIdendifier	This field should be populated with an account identifier that is also found in human readable format on the physical mailpiece. This identifier is shown within Direct Connect when mailpiece specific information is displayed, and it helps the operator to relate a physical mailpiece to this information within the software.
10	47	5	A	InputWeight	This field must contain a value. Either enter 0.000 (when all input document pages weigh the same), or enter the finished accumulated weight of the input documents (when different weighted paper is used within the input feeder). This field must be a decimal number with one digit to the left of the decimal point, and three digits to the right (e.g., 1.020). IMPORTANT NOTE: When different weighted input documents are not used, the amount of postage applied is based on the weight that that is specified in the input feeder setup screen. Each time a page is fed, the weight for an individual sheet is added to the total. If there is a value greater than zero in this field, it too will be added to the total weight, and therefore the meter will add postage based on a weight that is heavier than the mailpiece actually is. IMPORTANT NOTE: When different weighted input documents are used, enter the total weight for the input pages in this field, and specify 0.000 for the weight within the input feeder setup screen so that additional weight is not added to the total accumulated weight.
11	52	1	N	InsertFeeder01	This field specifies whether an insert feeder should feed an insert or not feed an insert. Possible values for this field are: 0 = Don't feed, 1 = Feed. There are 16 of these fields available to accommodate as many as 16 insert feeders on the inserter.
12	53	1	N	InsertFeeder02	See InsertFeeder01 for field definition
13	54	1	N	InsertFeeder03	See InsertFeeder01 for field definition
14	55	1	N	InsertFeeder04	See InsertFeeder01 for field definition
15	56	1	N	InsertFeeder05	See InsertFeeder01 for field definition
16	57	1	N	InsertFeeder06	See InsertFeeder01 for field definition
17	58	1	N	InsertFeeder07	See InsertFeeder01 for field definition
18	59	1	N	InsertFeeder08	See InsertFeeder01 for field definition
19	60	1	N	InsertFeeder09	See InsertFeeder01 for field definition
20	61	1	N	InsertFeeder10	See InsertFeeder01 for field definition

21	62	1	N	InsertFeeder11	See InsertFeeder01 for field definition
22	63	1	N	InsertFeeder12	See InsertFeeder01 for field definition
23	64	1	N	InsertFeeder13	See InsertFeeder01 for field definition
24	65	1	N	InsertFeeder14	See InsertFeeder01 for field definition
25	66	1	N	InsertFeeder15	See InsertFeeder01 for field definition
26	67	1	N	InsertFeeder16	See InsertFeeder01 for field definition
27	68	1	N	SelectiveAccessory1	This field specifies whether the selective accessory (usually an edge marker) should be activated for the mailpiece. There are two ways to setup the edge marker for activation. Either a change in value can activate the edge marker (i.e., possible values are 1 to 9, wrapping back to 1), or a value of 1 can activate the edge marker (i.e., 1=Activate, 0=Don't activate). The recommended method is to activate it when there is a change in value. This is because if you use only values 0 and 1, and a mailpiece having a value of 1 is missing from the mailstream, then two zipcode groups will be combined. Using the change in value to trigger the accessory assures that even if a mailpiece that should activate the edge marker is missing, the following mailpiece will activate the marker instead.
28	69	1	N	SelectiveAccessory2	See SelectiveAccessory1 for Field Definition
29	70	1	N	AccountPull	This field specifies whether a mailpiece should or should not be pulled from the inserter, and is used to tag particular mailpieces for outsorting. Possible values for this field are: 0 = No Pull, 1 = Pull (i.e., no meter and outsort to VBIN). Mailpieces that are pulled may, for example, be foreign mail that needs to be outsorted so that proper postage can be placed on it, or you may need to pull a mailpiece for a high profile account that requires special handling.
30	71	1	N	QualityAudit	This field specifies whether a mailpiece should or should not be pulled from the inserter for quality control purposes. Mailpieces outsorted for a quality audit are checked to see whether the mailpiece was assembled correctly. Possible values for this field are: 0 = No Audit, 1 = Audit (i.e., no seal and outsort to VBIN).
31	72	1	N	AlertAndClear	This field specifies when to clear the inserter deck of all mailpieces. This could be used as a signal to change the inserts in the enclosure feeders. Possible values for this field are: 0 = Don't clear, 1 = Clear.
32	73	40	A	RecipientName	This field specifies the name of the receiver of this mailpiece, and is necessary when you are using a printer in the output section for printing the recipient address on a closed-faced envelope. It can also be used to assist in mailpiece identification. PRINT NOTE: The printers that we provide with our inserters can print an area that is 1.06" high. If your address exceeds 1.06" from top to bottom, you will need a second printer.
33	113	40	A	RecipientAddress1	This field specifies the address of the receiver of this mailpiece, and is necessary when you are using a printer in the output section for printing the recipient address on a closed-faced envelope. Up to five recipient address fields allow for an address of up to five lines including name, address, city, state, zip, and any additional information needed. PRINT NOTE: The printers that we provide with our inserters can print an area that is 1.06" high. If your address exceeds 1.06" from top to bottom, you will need a second printer.
34	153	40	A	RecipientAddress2	Recipient Address2
35	193	40	A	RecipientAddress3	RecipientAddress3
36	233	40	A	RecipientAddress4	RecipientAddress4
37	273	40	A	RecipientAddress5	RecipientAddress5
38	313	5	N	Zip5	This field specifies the standard 5-digit zipcode for the recipient of this

					mailpiece. These three zip code fields are used to print a POSTNET barcode on an envelope, as well as controlling edge marking and tray breaks.
39	318	4	N	Zip4	This field specifies an additional four digits if you are using a 9 or 11-digit zipcode for the recipient of this mailpiece. These three zip code fields are used to print a POSTNET barcode on an envelope, as well as controlling edge marking and tray breaks.
40	322	2	N	Zip2	This field specifies an additional two digits if you are using an 11-digit zipcode for the recipient of this mailpiece. These three zip code fields are used to print a POSTNET barcode on an envelope, as well as to control edge marking and tray breaks.
41	324	1	A	ZipCheckDigit	This field specifies the check digit that pertains to the 11-digit PostNet barcode. (The PostNet barcode is equivalent of the Zip5 + Zip4 + Zip2).
42	325	14	A	PlanetCode	This field contains the 14-digit Planet Code.
43	339	1	A	PlanetCodeCheckDigit	This field specifies the check digit that pertains to the 11-digit Planet Code.
44	340	40	A	BusinessReturnAddress1	This field specifies the address of the sender of this mailpiece, and is necessary when you are using a printer in the output section for printing the return address on a closed-faced envelope. Up to five return address fields allow for an address of up to five lines including name, address, city, state, zip, and any additional information needed. PRINT NOTE: The printers that we provide with our inserters can print an area that is 1.06" high. If your address is more than 1.06" from top to bottom, you will need a second printer.
45	380	40	A	BusinessReturnAddress2	BusinessReturnAddress2
46	420	40	A	BusinessReturnAddress3	BusinessReturnAddress3
47	460	40	A	BusinessReturnAddress4	BusinessReturnAddress4
48	500	40	A	BusinessReturnAddress5	BusinessReturnAddress5
49	540	8	A	LogoBitmapSelect1	This field specifies a filename of the logo to be printed on the outside of the mailing envelope. Enter the logo bitmap file name in this field. There are two of these fields available to accommodate as many as 2 logo bitmaps. PRINT NOTE: The printers that we provide with our inserters can print an area that is 1.06" high. If your logo is more than 1.06" from top to bottom, you will need a second printer.
50	548	8	A	LogoBitmapSelect2	
51	556	40	A	MarketingTextMessage	This field specifies a marketing message to be printed on the outside of the mailing envelope. PRINT NOTE: The printers that we provide with our inserters can print an area that is 1.06" high. If your marketing message is more than 1.06" from top to bottom, you will need a second printer.
52	596	25	A	HManifestSeqNumber	The Host Manifest Sequence Number is required for host-based manifesting (i.e., this does not apply to machine-based manifesting). The value in this field contains the mailpiece sequence number that appears in the keyline on the manifested mailpiece.
53	621	7	A	HManifestFinishedWeight	The Host Manifest Finished Weight is required for host-based manifesting (i.e., this does not apply to machine-based manifesting). The value in this field contains the finished mailpiece weight that appears in the keyline on the manifested mailpiece. This field must be a decimal number with three digits to the left of the decimal point, and three digits to the right (e.g., 001.320).

54	628	2	N	HManifestRateBreak	The Host Manifest Rate Break is required for host-based manifesting (i.e., this does not apply to machine-based manifesting). The value in this field contains the numerical rate break that appears in the keyline on the manifested mailpiece.
55	630	6	A	HManifestPostage	The Host Manifest Postage is required for host-based manifesting (i.e., this does not apply to machine-based manifesting). The value in this field contains the postage that appears in the keyline on the manifested mailpiece. This field must be a decimal number with two digits to the left of the decimal point, and three digits to the right (e.g., 00.370).
56	636	25	A	HManifestUserDefined	The Host Manifest User Defined field is required for host-based manifesting (i.e., this does not apply to machine-based manifesting). The value in this field contains a user-defined value, if any, that appears in the keyline on the manifested mailpiece.
57	661	20	A	PresortID	The Presort ID is required for both host-based and machine-based manifesting. The value in this field identifies a specific batch of mailpieces to which this mailpiece belongs. The mailpieces in this batch were processed together for manifesting purposes by presort software, such as Mailer's Choice. A value must be entered in this field for all mailpiece records that are intended to be manifested. If the field is blank, DFWorks will not allow the piece to be manifested, and all of the remaining manifesting fields will be ignored. Important Notes: 1) The Presort ID must be unique from all other Presort IDs that came before (i.e., at least for the last 12 months and typically more). 2) There must never be more than one Presort ID within a single Input file. 3) A single Presort ID is allowed to appear in more than one Input file. 4) Mailpieces within a Presort ID must appear in the Input file in sorted order, which must also be the same order that the printed material is presented to the inserter. 5) If single-piece rate mailpieces are included in the same Presort ID as presorted rate mailpieces, the single-piece rate mailpieces must be listed last within the Presort ID (i.e., they will be the last mailpieces in the Input file that are processed).
58	681	2	A	ProcessingCategory	The Processing Category is required for both host-based and machine-based manifesting. The value in this field identifies the type of manifest being generated for this particular mailpiece. Possible values are: AL = Automation Letters AF = Automation Flats ML = Machinable Letters NL = Non-machinable Letters PF = Presorted Flats SL = Single-piece Rate Letters SF = Single-piece Rate Flats
59	683	2	A	RateCategory	The Rate Category is required for both host-based and machine-based manifesting. The value in this field specifies the 2-character rate category as defined in the USPS Domestic Mail Manual (DMM) specifications. It is used to compute the postage for the mailpiece. Possible values are: AC, AV, AT, AB, MB, FP and SP (see the DMM for the meaning of these codes).
60	685	4	N	TrayNumber	The Tray Number is required for both host-based and machine-based manifesting. This field is a 4-digit number and specifies the tray number into which the mailpiece will be placed. When a mailpiece arrives at the IST (Intelligent Stacker Trayer) and has a tray number different from the previous mailpiece, a tray break will occur. All tray numbers within a particular Presort ID must be unique, consecutive and increasing. When this field is being filled with valid tray numbers, "0000" should not be used.
61	689	1	A	TraySize	The Tray Size is required for both host-based and machine-based manifesting. This field specifies the type of tray into which the mailpiece will be placed.

					Possible values are: 0 = Flats tray 1 = One-foot tray 2 = Two-foot tray
62	690	4	A	TraySortationLevel	The Tray Sortation Level is required for both host-based and machine-based manifesting. The value in this field specifies the level of sortation being placed in the tray. Possible values are listed below. Reference the "Tray Lvl" field in the USPS Domestic Mail Manual (DMM) PO12.2.4 for further information about this field. CRD = Carrier Route Tray CR3 = 3-Digit Carrier Route Tray CR5 = 5-Digit Carrier Route Tray 5DG = 5-Digit Tray 5DGS = 5-Digit Scheme Tray 3DG = 3-Digit Tray 3DGS = 3-Digit Scheme Tray ADC = ADC Tray AADC = AADC Tray MADC = Mixed ADC Tray MAAD = Mixed AADC Tray SP = Single Piece
63	694	11	A	TrayDestination	The Tray Destination is required for both host-based manifesting and machine-based manifesting. The value in this field contains the zip code destination of the tray into which the mailpiece will be placed. Enter the five-digit zip code or the first three digits of the zip code followed by two ASCII spaces. Enter ASCII spaces when single-piece rate manifesting. Reference the "Tray Zip" field in the USPS Domestic Mail Manual (DMM) for further information about this field.
64	705	10	A	GroupDestination	The Group Destination is required for both host-based and machine-based manifesting. When the Tray Sortation field equals CRD, CR5, CR3, 5DGS, 3DGS, AADC, MAAD, ADC or MADC, enter the group destination in this field. Reference the "Group Dest" or "Pkg Dest" column in the USPS Domestic Mail Manual (DMM) PO12.2.2.c.3 for further information about this field. When the Tray Sortation field equals 5DG, 3DG or SP, fill this field with ASCII spaces. Since it is required that mailpieces within a Presort ID must appear in the Input file in sorted order, then the Group Destination will also be in the correct sorted order in the Input file.
65	715	20	A	ReprintIndex	This field is a pass-through field that does not affect the control of the inserter, but will be passed on to the output and select files, and in turn back to your applications. The value in this field provides an indexed reference for easily locating records in the original print image for damaged mailpieces that are tagged for reprinting.
66	735	30	A	UserDefinedField1	This field is a user-defined pass-through field that does not affect the control of the inserter, but will be passed on to the output and select files, and in turn back to your applications. The data in this field is significant to your own applications. There are five of these fields available to accommodate as many as five user-defined fields. Examples of user-defined fields are Social Security number, check number and phone number.
67	765	30	A	UserDefinedField2	Additional Pass-Thru Field
68	795	30	A	UserDefinedField3	Additional Pass-Thru Field
69	825	30	A	UserDefinedField4	Additional Pass-Thru Field
70	855	30	A	UserDefinedField5	Additional Pass-Thru Field

71	885	1	A	EOR "X"	End of Record Indicator. Insures FTP Client does not truncate trailing spaces.

885 Total Characters

8.2 Standard Output File

A single Output file will be generated for each Input file. Each mailpiece in the Input file has a corresponding record in the Output file. The Output file contains run-time information collected by the inserter along with pass-through fields for each individual mailpiece. The first time an Input file is opened, a corresponding Output file will be created.

The Output file contains mailpiece records that have a fixed record length, and are delineated with a <CR><LF>. Each mailpiece record contains fixed-position fields in a fixed-width ASCII format. The first mailpiece record in the Output file corresponds to the first mailpiece record in the Input file. Likewise, the second mailpiece record in the Output file corresponds to the second mailpiece record in the Input file, and so on. Numeric fields are right-justified, filled with left-most leading zeros, and are in Base 10 format. Alphanumeric fields are left-justified and are filled with right-most trailing spaces.

8.2.1 Topics in this section include:

Output File Record Layout and Descriptions

Output files are not automatically deleted by the system. These files must be deleted by using standard Windows or DOS utilities from a workstation connected to the network.

The format or layout of the Output File is listed below. Please note that the overall structure of the Output file and the length of each record within the Output file will be the same as the MRDF (Input) file.

8.2.1.1 Standard Output File Format

This is the ASCII representation of the Output File:

Field	Start	Len	Type	Name	Description
1	1	8	A	**JobID**	This field contains the same value as the JobID field in Input file.
2	9	6	N	**PieceID**	This field contains the same value as the PieceID field in Input file.
3	15	20	A	**AccountIdentifier**	This field contains the same value as the Account Identifier field in Input file.
4	35	2	N	**TotalSheetsInptFdr1**	This is a pass-through field from the Input file. This field specifies the total number of physical sheets of paper that were supposed to be fed from the input feeder for the mailpiece.
5	37	2	N	**TotalSheetsInptFdr2**	This is a pass-through field from the Input file. This field specifies the total number of physical sheets of paper that were supposed to be fed from the input feeder for the mailpiece.
6	39	1	N	**InsertFeeder01**	This is a pass-through field from the Input file. This field specifies whether or not the insert feeder was supposed to feed an insert for the mailpiece. Possible values for this field are: 0 = Don't feed, 1 = Feed.
7	40	1	N	**InsertFeeder02**	See InsertFeeder01 above for Field Definition
8	41	1	N	**InsertFeeder03**	See InsertFeeder01 above for Field Definition
9	42	1	N	**InsertFeeder04**	See InsertFeeder01 above for Field Definition
10	43	1	N	**InsertFeeder05**	See InsertFeeder01 above for Field Definition
11	44	1	N	**InsertFeeder06**	See InsertFeeder01 above for Field Definition

12	45	1	N	**InsertFeeder07**	See InsertFeeder01 above for Field Definition
13	46	1	N	**InsertFeeder08**	See InsertFeeder01 above for Field Definition
14	47	1	N	**InsertFeeder09**	See InsertFeeder01 above for Field Definition
15	48	1	N	**InsertFeeder10**	See InsertFeeder01 above for Field Definition
16	49	1	N	**InsertFeeder11**	See InsertFeeder01 above for Field Definition
17	50	1	N	**InsertFeeder12**	See InsertFeeder01 above for Field Definition
18	51	1	N	**InsertFeeder13**	See InsertFeeder01 above for Field Definition
19	52	1	N	**InsertFeeder14**	See InsertFeeder01 above for Field Definition
20	53	1	N	**InsertFeeder15**	See InsertFeeder01 above for Field Definition
21	54	1	N	**InsertFeeder16**	See InsertFeeder01 above for Field Definition
22	55	2	N	**TotalSheetsFedInptFdr1**	The value in this field is the total number of sheets fed from this input feeder for this mailpiece. This information is collected by Direct Connect during the inserting process. There are three of these fields available to accommodate as many as three input feeders on the inserter.
23	57	2	N	**TotalSheetsFedInptFdr2**	See **TotalSheetsFedInptFdr1** for field definition
24	59	1	N	**InsertFeeder1Ack**	The value in this field specifies whether an insert was fed or not fed from this insert feeder for this mailpiece. This information is collected by Direct Connect during the inserting process. There are 16 of these fields available to accommodate as many as 16 insert feeders on the inserter. Possible values include: 0 = Not fed, 1 = Fed.
25	60	1	N	**InsertFeeder2Ack**	See **InsertFeeder1Ack** for field definition
26	61	1	N	**InsertFeeder3Ack**	See **InsertFeeder1Ack** for field definition
27	62	1	N	**InsertFeeder4Ack**	See **InsertFeeder1Ack** for field definition
28	63	1	N	**InsertFeeder5Ack**	See **InsertFeeder1Ack** for field definition
29	64	1	N	**InsertFeeder6Ack**	See **InsertFeeder1Ack** for field definition
30	65	1	N	**InsertFeeder7Ack**	See **InsertFeeder1Ack** for field definition
31	66	1	N	**InsertFeeder8Ack**	See **InsertFeeder1Ack** for field definition
32	67	1	N	**InsertFeeder9Ack**	See **InsertFeeder1Ack** for field definition
33	68	1	N	**InsertFeeder10Ack**	See **InsertFeeder1Ack** for field definition
34	69	1	N	**InsertFeeder11Ack**	See **InsertFeeder1Ack** for field definition
35	70	1	N	**InsertFeeder12Ack**	See **InsertFeeder1Ack** for field definition
36	71	1	N	**InsertFeeder13Ack**	See **InsertFeeder1Ack** for field definition
37	72	1	N	**InsertFeeder14Ack**	See **InsertFeeder1Ack** for field definition
38	73	1	N	**InsertFeeder15Ack**	See **InsertFeeder1Ack** for field definition
40	74	1	N	**InsertFeeder16Ack**	See **InsertFeeder1Ack** for field definition
41	75	5	A	**ComputedWeight**	The value in this field specifies the actual computed weight of the finished mailpiece in ounces. This information is collected by Direct Connect during the inserting process. This field must be a decimal number with one digit to the left of the decimal point, and three digits to the right (e.g., 1.320).
42	80	5	A	**ActualWeight**	When a Weigh on the Fly scale is part of the inserter, a value will be present in this field. The value in this field specifies the actual measured weight of the finished mailpiece in ounces. This information is collected by Direct Connect during the inserting process. This field must be a decimal number with one digit to the left of the decimal point, and three digits to the right (e.g., 1.320).

43	85	5	A	**ActualPostage**	When the inserter has meter links on each meter, a value will be present in this field. The value in this field specifies the actual postage applied to the finished mailpiece. This information is collected by Direct Connect during the inserting process. This field must be a decimal number with one digit to the left of the decimal point, and three digits to the right (e.g., 0.370).
44	90	10	A	**MachineID**	The value in this field identifies the machine on which the mailpiece was processed. This information is collected by Direct Connect during the inserting process.
45	100	10	A	**OperatorID**	The value in this field identifies the operator who processed the mailpiece. This information is collected by Direct Connect during the inserting process.
46	110	10	A	**MailpieceStatus**	The value in this field specifies the high-level mailpiece status. Possible values are: Good, Maybe, Bad, Pending or Null (unprocessed). This information is collected by Direct Connect during the inserting process.
47	120	1	N	**Disposition**	The value in this field specifies the mailpiece disposition. This information is collected by Direct Connect during the inserting process. Possible values are: 0 = Unknown 1 = On Inserter 2 = Removed due to Jam 3 = Removed by Operator 4 = Outsorted 5 = Successfully Rendered 6 = Never Processed 7 = Manually Rejected 8 = Manually Repaired 9 = Deferred
48	121	25	A	**DispositionText**	The value in this field specifies the text description of the mailpiece disposition. This information is collected by Direct Connect during the inserting process.
49	146	4	N	**CauseBin**	The value in this field specifies the reason code why the mailpiece disposition was changed. This information is collected by Direct Connect during the inserting process. Contact a Pitney Bowes customer service representative to obtain a list of valid reason codes.
50	150	20	A	**CauseBinText**	The value in this field specifies the text description of why the mailpiece disposition was changed. This information is collected by Direct Connect during the inserting process.
51	170	25	A	**StatusSource**	The value in this field specifies the name of machine element that set the mailpiece disposition. This information is collected by Direct Connect during the inserting process.
52	195	25	A	**ExitLocation**	The value in this field specifies the physical location where the mailpiece left the inserter. This information is collected by Direct Connect during the inserting process.
53	220	20	A	**TimeStamp**	The value in this field specifies the date and time the mailpiece was processed. This information is collected by Direct Connect during the inserting process. Use the format MM/DD/YYYY HH:MM:SS. (Note that there is one space between the date and time).
54	240	8	A	**Mode**	The value in this field identifies the inserter mode that was loaded for the job. This information is collected by Direct Connect during the inserting process.
55	248	6	A	**ActualInsertFeederScan**	When the Job Match feature or the Insert to Piece Match feature is used, a value will be present in this field. The value in this field specifies the actual scancode that was read at the matching insert feeder. This information is collected by Direct Connect during the inserting process.
56	254	6	A	**ActualOutputScan**	When the Output Scan feature is used, a value will be present in this field. The value in this field specifies the actual scancode read at the output scanner. This information is collected by Direct Connect during the inserting process.

57	260	20	A	**ReprintIndex**	This field contains the same value as the Reprint Index field in Input file.
58	280	30	A	**UserDefinedField1**	This field contains the same value as the User Defined Field in Input file. There are 5 of these fields available to accommodate as many as 5 user-defined pass-through fields.
59	310	30	A	**UserDefinedField2**	See **UserDefinedField1** for field definition
60	340	30	A	**UserDefinedField3**	See **UserDefinedField1** for field definition
61	370	30	A	**UserDefinedField4**	See **UserDefinedField1** for field definition
62	400	30	A	**UserDefinedField5**	See **UserDefinedField1** for field definition
63	430	1	A	**End of record "X"**	End of Record Indicator. Insures FTP Client does not truncate trailing spaces.

430 Total Characters

8.3 Mailpiece Exception File (Select File)

Exception files are normally designated with a ".sel" to indicate that they were generated by selection criteria. Running a second selection criteria against the same job normally overwrites this file. To save a previous select file, the user must manually rename the file using a standard Windows or DOS utility such as the normal Windows File Manager. **The Select File will be made available to AIG Insurance for their use in their Reprint Process.**

8.3.1 Select File Format

A select file, also known as a *"exception"* or *"reprint"* file, is generated with a record of each mailpiece that was not manually repaired or not processed successfully (completed by the system). The system will reprint that file in the order it is specified.

The designator for a Select file is a filename with a ".SEL" extension. For example: "*FILENAME.SEL*".
The select file is created after the job run to allow for the reprinting of damaged, lost or otherwise suspect mailpieces. The select file format is generally made up of a subset of fields from the input and interlock files, but **must** contain enough information to locate the original mailpiece in the print files.

Select files are generated by selection criteria. Running a second selection criterion against the same job overwrites this file. Therefore, the first select file produces unsuccessfully processed mailpiece(s), then a second select file is created and so on until either all mailpieces are successfully processed or manually repaired.

The reprint of CUSTOMER mailpieces will be done using the data contained in the select or exception file. A **Reprint Mode** will be utilized to enhance the *"Closed Loop"* methodology, which maintains linkage back to the original job (MRDF) for the inserting life-cycle accountability of each mailpiece.
This select file is created after the mail run by selecting the *"exception file"* under the mailpiece manager. The information then gets written to the file server.

Each mailpiece record in the Select File will be of fixed record length; with each record containing fixed-width ASCII formatted fields. Each mailpiece record will be delineated with a carriage return/line feed pair (hex 0D, hex 0A). Numerical fields shall be right justified, filled with left-most leading zeros, using Base-10 representation. Alphanumeric fields shall be left most justified, filled with right-most blanks.

8.3.2 Exception File Format: Select File

This is the ASCII representation of the Exception File:

Field	Start	Len	Type	Name	Description

1	1	8	A	**JobID**	This field contains the same value as the JobID field in Input file.
2	9	6	N	**PieceID**	This field contains the same value as the PieceID field in Input file.
3	15	20	A	**AccountIdentifier**	This field contains the same value as the Account Identifier field in Input file.
4	35	10	A	**MailpieceStatus**	High-level mailpiece status (Good, Maybe, Bad, Pending or Null (unprocessed)).
5	45	1	N	**Disposition**	The value in this field specifies the mailpiece disposition. This information is collected by Direct Connect during the inserting process. Possible values are: 0 = Unknown 1 = On Inserter 2 = Removed due to Jam 3 = Removed by Operator 4 = Outsorted 5 = Successfully Rendered 6 = Never Processed 7 = Manually Rejected 8 = Manually Repaired 9 = Deferred
6	46	25	A	**DispositionText**	The value in this field specifies the text description of the mailpiece disposition. This information is collected by Direct Connect during the inserting process.
7	71	4	N	**CauseBin**	The value in this field specifies the reason code why the mailpiece disposition was changed. This information is collected by Direct Connect during the inserting process. Contact a Pitney Bowes customer service representative to obtain a list of valid reason codes.
8	75	20	A	**CauseBinText**	The value in this field specifies the text description of why the mailpiece disposition was changed. This information is collected by Direct Connect during the inserting process.
9	95	20	A	**ReprintIndex**	This field contains the same value as the Reprint Index field in Input file.
10	115	30	A	**UserDefinedField1**	This field contains the same value as the User Defined Field in Input file. There are 5 of these fields available to accommodate as many as 5 user-defined pass-through fields.
11	145	30	A	**UserDefinedField2**	See **UserDefinedField1** for field definition
12	175	30	A	**UserDefinedField3**	See **UserDefinedField1** for field definition
13	205	30	A	**UserDefinedField4**	See **UserDefinedField1** for field definition
14	235	30	A	**UserDefinedField5**	See **UserDefinedField1** for field definition
15	265	1	A	**End of record "X"**	End of Record Indicator. Insures FTP Client does not truncate trailing spaces.

265 Total Characters

NOTE:

Name = Field name
Start = Field's starting position within the record
Len = Field length
Aux = Not applicable
Type = Field type (see below)

ASCII_Alpha = Alphanumeric and special characters allowed. Field is left-justified and padded with right-most trailing spaces.

ASCII_Number = Numeric characters only. No alphabetic or special characters allowed. Field is right-justified and padded with left-most leading zeros.

Important Note: Unused alphanumeric fields must be filled with spaces. Unused numeric fields must be filled with zeros.

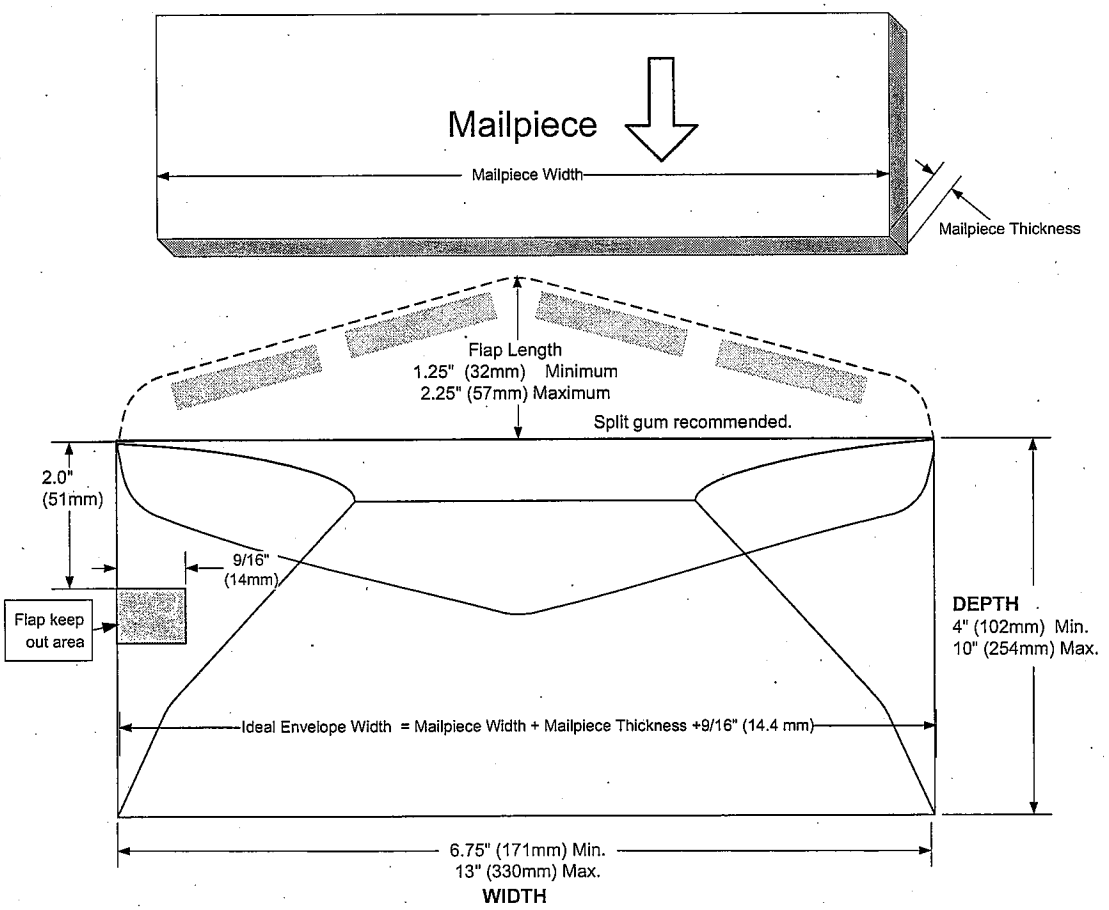
9.1 Envelopes

The FPS12F processes the following types of envelopes:

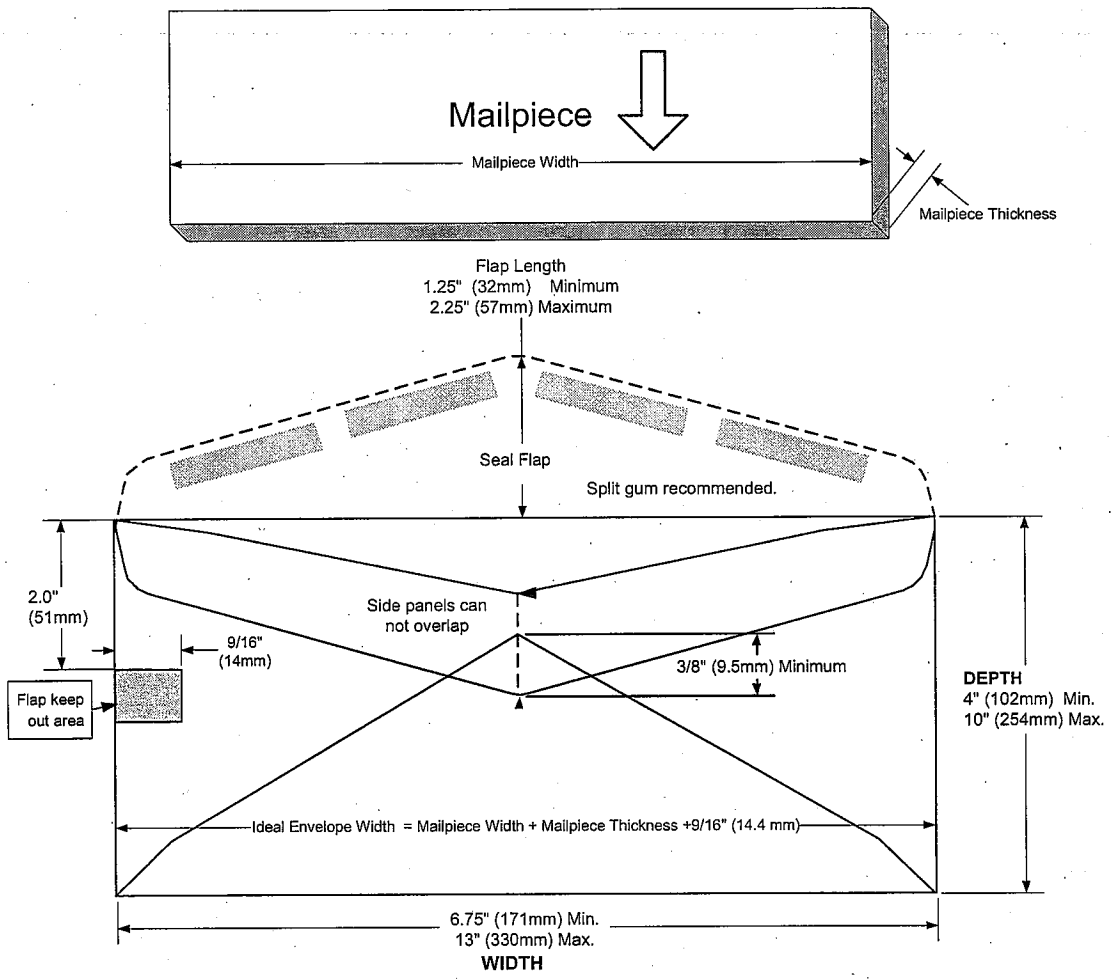
- Executive envelopes
- Diagonal cut envelopes.
- Side Seam envelopes.
- McIntyre Side Seam envelopes ONLY if approved by Engineering.

MEASUREMENTS	MINIMUM	MAXIMUM
Width	6.75" (171 mm)	13.0" (330 mm)
Depth	4.0 (102 mm)	10.00 " (254 mm)
Flap	1.25"(32mm)	2.25" (57 mm)
Weight	20 lb. bond (75 gm/sq. m)	28 lb. bond (105 gm/sq. m)
Total End Clearance	See "End Clearance" Section 4.2	1.25"(32mm)

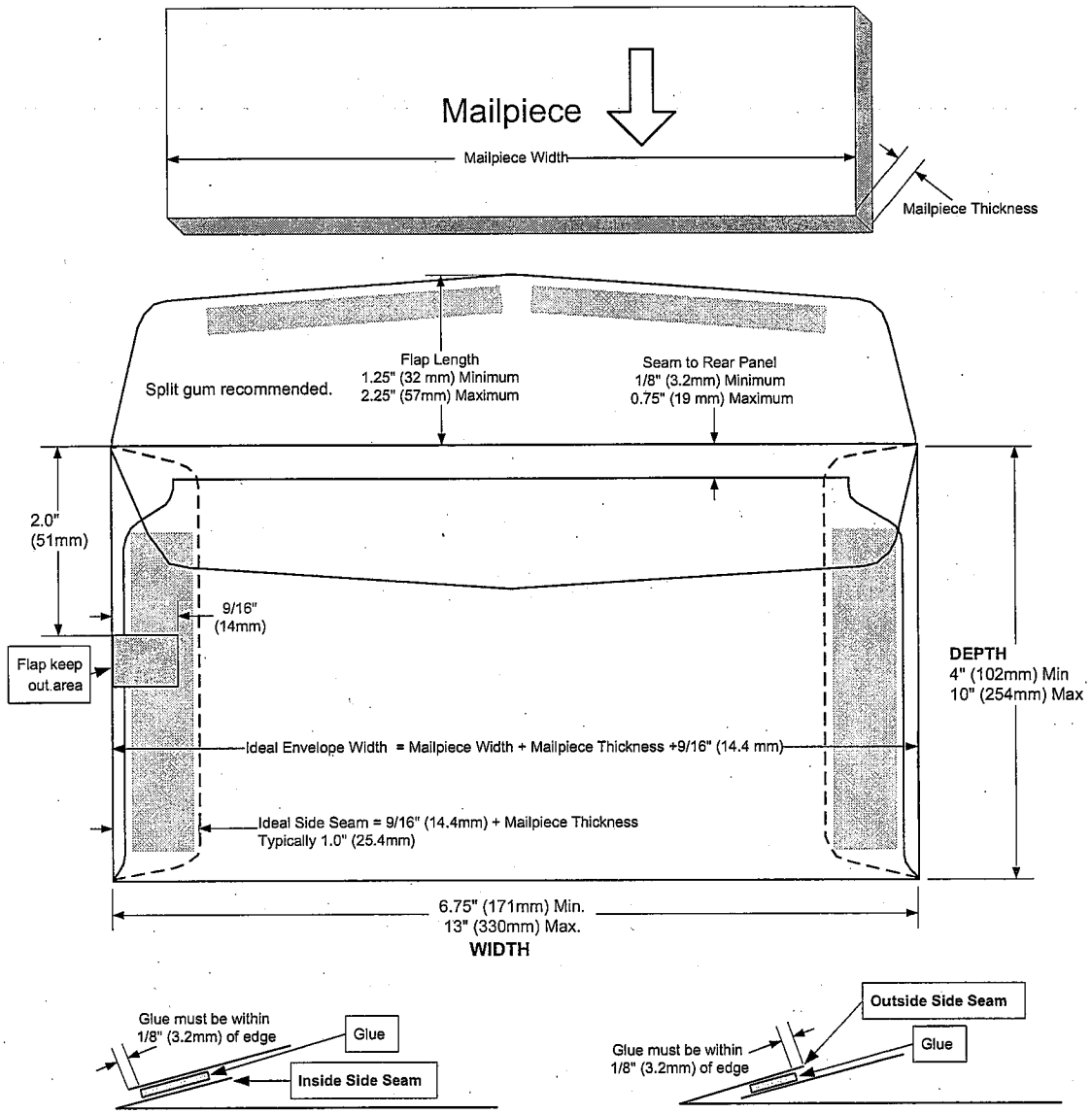
DIAGONAL SEAM ENVELOPES



EXECUTIVE (MONARCH STYLE) ENVELOPES



SIDE SEAM ENVELOPES



9.2 Envelope End Clearance

TO FIND THE CORRECT ENVELOPE WIDTH FOR ALL THE ENCLOSURES TO BE INSERTED, USE THE FOLLOWING CALCULATION.

A) MEASURE THE WIDTH OF THE LARGEST ENCLOSURE.

B) MEASURE THE THICKNESS OF ALL ENCLOSURES TO BE INSERTED.

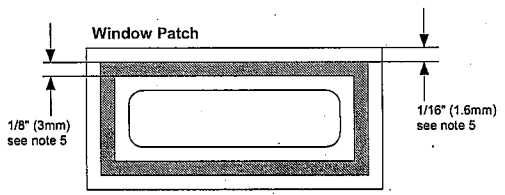
C) ENVELOPE WIDTH IS THE SUM OF 9/16" + A) + B) NOTE 9/16" = 14.3MM

9.3 Window Requirements

PATCHED WINDOW TYPES CANNOT HAVE ANY PART OF THE WINDOW ABOVE THE "V" IN THE BACK PANEL OF THE ENVELOPE. IN THESE ENVELOPES, THE WINDOW SHALL BE LOCATED 3/4" (19MM) MINIMUM FROM THE SIDE, TOP AND BOTTOM OF THE ENVELOPE. NOTE: THIS REQUIREMENT DOES NOT APPLY TO BOTTOM WINDOW ENVELOPES.

THE PATCH SHALL BE A MINIMUM OF 1/4"(6.4MM) LARGER THAN THE OPENING ON ALL SIDES. THE GLUE LINE SHALL BE NO MORE THAN 1/8"(3.2MM) FROM THE INSIDE OF THE OPENING ON ALL SIDES. ALL WINDOW PATCHES SHALL BE FLAT, RIPPLE FREE AND BONDED WITHIN 1/16" (1.6MM) OF THE TOP EDGE OF THE PATCH MATERIAL AND TOP EDGE OF THE WINDOW CUT OUT(S). IF THE WINDOW PATCH AREA IS 1/3 OR MORE OF THE TOTAL AREA OF THE ENVELOPE'S FRONT PANEL, THEN THE ENVELOPE MUST BE TESTED.

OPEN WINDOW ENVELOPES MUST BE REVIEWED AND TESTED FOR APPROVAL BY PB AND THE USPS.



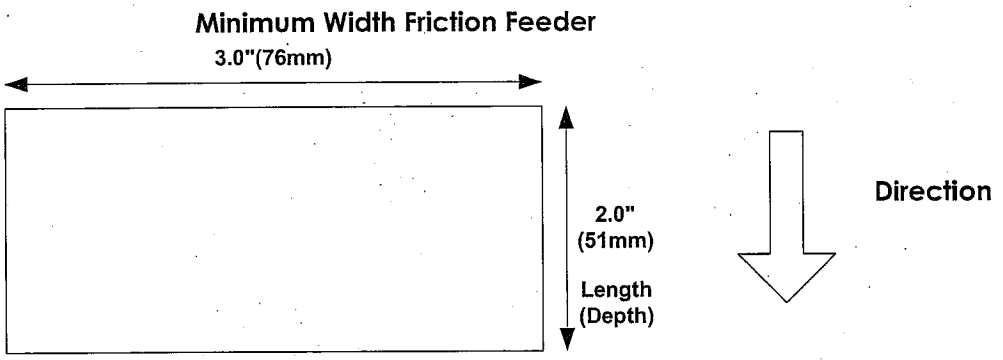
NOTES (PERTAINS TO ALL ENVELOPE STYLES):

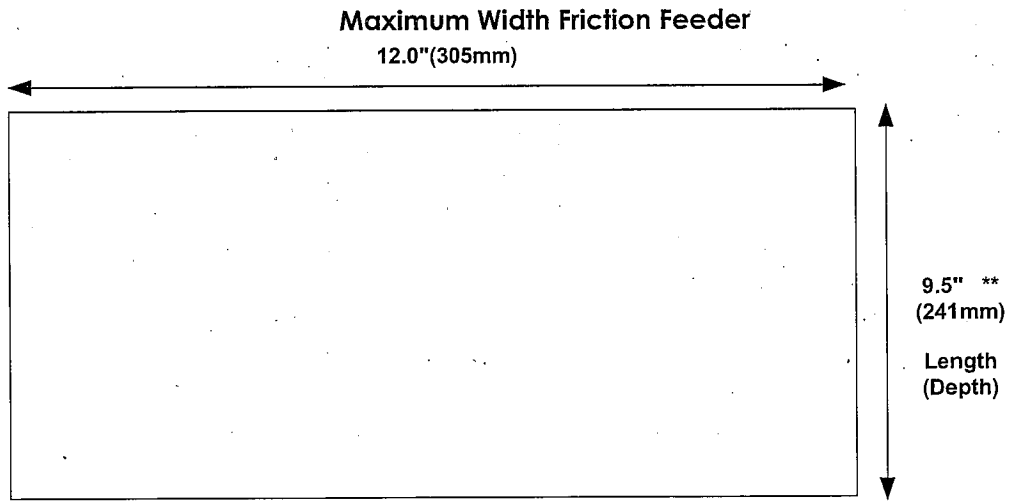
- ENVELOPE DIMENSIONS SHALL NOT VARY MORE THAN +/- 1/16" (1.6MM).
- ALL SEAMS SHALL BE SECURELY BONDED TO THE BOTTOM FLAP WITHOUT EXHIBITING ANY CURL OR RIPPLE BETWEEN THE BOTTOM FLAP AND SIDE SEAMS.
- ENVELOPE CURL OR TWIST SHALL NOT EXCEED 1/4" (6.4MM) WHEN THE ENVELOPE IS PLACED ON A FLAT SURFACE.
- Envelopes whose characteristics fall outside of these construction guidelines must be evaluated by testing of customer samples.

9.4 Enclosures Specification for ZX50 Friction feeder on FPS12F

MEASUREMENTS	MINIMUM	MAXIMUM
Length (Depth)	2.0" (51mm)	9.5" (241mm) **
Width	3.0" (76 mm)	12.0" (305mm)
Total Enclosure Thickness	.0025" (0.06mm)	0.25" (6 mm)
Paper Basis Weight Bond 17 x 22	20 lb (75 gsm)	28 lb (105 gsm)
Paper Caliper - Thickness	.0038" (0.06mm)	.0058" (0.13mm)

- Enclosure dimensions shall not vary more than +/- 1/32" (1mm).
- Enclosure curl or twist shall not exceed 1/8" (3mm) when the enclosure is placed on a flat surface. Contact the Engineering Group if an application falls outside the specifications.
- **The first friction feeder after a rotary feeder can run a maximum enclosure depth of 8.50" (216mm), not 9.50"(241mm).





9.5 General Material Guidelines

Paper Moisture Content shall be within 4% - 6% by weight.
Maximum Recycled Paper Grade shall not exceed 20% - 30%
Material shall be stored within a Temperature Range of 65-85°F (18 - 29°C).
Material shall be stored within a Humidity Range of 40%-60% RH.

Curl applies to 8.5" wide paper
Short Direction Curl: short edges of the sheet curl (see table)
Long Direction Curl: long edges of the sheet curl (see table)

Curl Direction	Toward deck	Away from deck
Short Direction (Depth)	Under 10mm	Under 5mm
Long Direction (Width)	Under 20mm	Under 15mm

Note: Diagonal Curl shall be considered unacceptable.

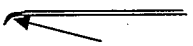
9.6 Enclosures

Folded Enclosures

Folds that result in an even overall thickness of enclosure will give the best feeding performance.

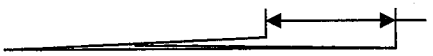
Folds that are made parallel to the paper grain direction are preferred. This will result in a cleaner, straighter fold with less thickness increase at the fold.

Folds should be sharply creased, flat, and free of edge curl – see diagram below.



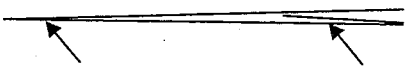
CURL AT FOLD

Folds must not result in the free ends being greater than 1/4" (6mm) from a fold – see diagram.



1/4" (6MM) MAX

Short folds that result in either the leading or trailing edge being 1.5 times as thick or thicker than the opposite edge are not allowed – see diagram.



2 THICKNESSES 3 THICKNESSES

INK AND SURFACE CONDITION

Ink should be dry or set sufficiently to prevent enclosures from sticking together (blocking).

Ink should not smudge when enclosures are rubbed together.

Powder should not be used to prevent enclosures from sticking together (blocking).

Envelopes (BRE)

All types of envelopes are allowed.

Overall thickness may not be more that 50% greater in the center than at the leading edge (i.e. if leading edge is two paper thickness, center can not be more that three thickness).

Die Cuts

Die cut holes with and without windows are allowed as long as there is an area under the hole that is not die cut.

Die cut pressure sensitive labels with a backing sheet are allowed.

Die cut labels without a backing sheet (such as remoistenable adhesive "stickers") are not allowed.

Glue

Any enclosure with glued features must not allow stray glue to attach enclosures together.

Exposed remoistenable adhesive is not allowed.

Attached Cards

Cards must be attached with at least two glue lines to a carrier sheet.

Cards should be centered on the carrier sheet in both side-to-side and lengthwise orientations.

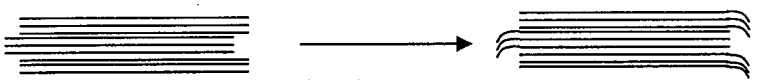
Carrier sheet must not exceed two times the length of the card

Packaging

In general, packaging of enclosures should not result in curling, creasing, folding or otherwise damaging of the edges of the enclosure.

Stacking

Enclosures should be packaged in a way that will hold stacks even on the edges – uneven stacking can result in unacceptable edge curl – see below:



Banding

Bands should be loose enough to prevent scoring or creasing the paper.

Paper bands are preferred to rubber bands.

Cardboard chips at the top and bottom of each banded stack greatly reduce the chance of enclosure damage and allow for tighter bands to be used.

Enclosures should be free of paper shards, excessive dust, and powder.

9.7 Envelopes

ENVELOPE AND MATERIAL HANDLING PROBLEMS IN AUTOMATIC MAIL INSERTING EQUIPMENT ARE OFTEN DUE TO ENVELOPE DISTORTION (WARPING, CURL, DEFORMATION, ETC.). THIS CAN OCCUR AS A RESULT OF POOR PACKAGING, IMPROPER HANDLING AND STORAGE AS WELL AS TEMPERATURE AND HUMIDITY EXTREMES.

These problems can originate at the time of envelope manufacture, during finished goods transit, or develop as the result of poor environmental controls either at the manufacturing site or the storage facility, or both.

Fortunately, there are a number of very effective measures—many of them easy to implement—that envelope users and suppliers can take to minimize these problems and improve the production rate of mail inserting equipment.

HANDLE WITH CARE.

PITNEY BOWES EQUIPMENT IS DESIGNED TO HANDLE A CERTAIN RANGE OF MATERIAL. ENVELOPES, WHICH FALL OUTSIDE THESE SPECIFIED RANGES, MAY RUN POORLY OR NOT AT ALL. WE'VE OFTEN FOUND THAT PROBLEMS ATTRIBUTED TO MECHANICAL INSERTING EQUIPMENT ARE ACTUALLY DUE TO OUT OF SPEC MATERIAL.

WHEN ORDERING ENVELOPES, ALWAYS SPECIFY, "FOR AUTOMATED MECHANICAL INSERTING".

THERE ARE MANY THINGS AN ENVELOPE MANUFACTURER CAN DO TO HELP A MAILING OPERATION MAINTAIN A HIGH LEVEL OF PRODUCTIVITY. THESE INCLUDE:

- PRODUCING MATERIALS IN A CONTROLLED ENVIRONMENT
- PACKAGING AND SHIPPING GOODS AS SOON AS POSSIBLE AFTER MANUFACTURE
- PACKAGING MATERIALS IN BOXES OR CARTONS THAT WON'T BUCKLE OR COLLAPSE DURING TRANSIT AND STORAGE
- USING BOXES WHICH MATCH THE SIZE OF THE ENVELOPES, ELIMINATING THE NEED FOR FILLER MATERIAL
- NEITHER OVER PACKING OR UNPACKING—CONTENTS SHOULD BE SNUG AFTER FILLING
- USING BOXES THAT MATCH THE SIZE OF CARTONS, AGAIN TO ELIMINATE SPACE FILLERS AND LOADING BOXES INTO CARTONS SO THAT ALL ENVELOPES FACE THE SAME DIRECTION
- USING CARTONS THAT THE MACHINE OPERATOR CAN OPEN QUICKLY—BOXES SHOULD SLIDE OUT EASILY ONTO THE TABLE IN THE INSERTER'S STAGING AREA
- SHRINK WRAPPING CARTONS OR SKIDS TO PROTECT ENVELOPE MATERIALS AGAINST THE WEATHER AND ABSORPTION OF MOISTURE DURING HIGH HUMIDITY CONDITIONS

WHENEVER MATERIAL IS IN TRANSIT, HANDLE IT WITH REASONABLE CARE. THIS WILL PAY RICH DIVIDENDS IN TERMS OF IMPROVED PRODUCTIVITY. A FEW SUGGESTIONS:

- DON'T CRASH LOADED SKIDS ON SHIPPING/RECEIVING DOCKS, IN TRANSPORT VANS OR IN THE FINAL STORAGE AREA
- DO BLOCK LOADED SKIDS IN TRANSPORT VANS TO PREVENT DAMAGED CARTONS
- AVOID EXPOSING CARTONS TO THE ELEMENTS PROLONGED EXPOSURE TO INTENSE SUNLIGHT, HIGH HUMIDITY AND SO ON CAN COMPROMISE THE "MACHINABILITY" OF MATERIALS
- STORE MATERIAL IN A CONTROLLED ENVIRONMENT AWAY FROM MOISTURE.
- DO STORE MATERIALS IN A CONTROLLED ENVIRONMENT IF POSSIBLE. WE SUGGEST A NOMINAL TEMPERATURE OF 75 °F (24 °C). ENVELOPE FORMULATIONS DO VARY; IT MAY BE HELPFUL TO EXPERIMENT WITH TEMPERATURE AND HUMIDITY LIMITS ABOVE AND BELOW THE NOMINAL FIGURE GIVEN HERE. THIS WILL HELP DETERMINE THE VALUES FOR ACHIEVING BEST PRODUCTIVITY WITH MATERIAL. IT'S BEST TO ACCUMULATE DATA OVER A PERIOD OF SEVERAL WEEKS FOR EACH VALUE OF TEMPERATURE AND HUMIDITY.
- DO STORE CARTONS AT LEAST ONE INCH AWAY FROM MASONRY WALLS TO PREVENT ABSORPTION OF MOISTURE. STORE CARTONS ON SKIDS OR SHELVES, BUT NEVER DIRECTLY ON FLOORS. REMEMBER THAT A VERY DRY ENVIRONMENT PROMOTES STATIC ACCUMULATION, WHICH CAUSES MATERIAL TO CLING TOGETHER. HUMID CONDITIONS MAY MAKE PAPER LIMP AND DIFFICULT TO HANDLE.
- AVOID STORING ENVELOPES NEXT TO RADIATORS OR HEATED AIR VENTS.
- DON'T STACK CARTONS TOO HIGH; THIS CAN DEFORM THE CARTONS ON THE BOTTOM AND DAMAGE THE ENVELOPES. DO STACK CARTONS SO THAT ALL ENVELOPES STAND ON EDGE. ROTATE THE STOCK; GIVE MATERIAL TIME TO STABILIZE. DO CONTROL THE INVENTORY. ROTATE THE STOCK: USE OLDEST STOCK FIRST (FIRST IN, FIRST OUT) AND DO NOT STORE FOR MORE THAN 6 MONTHS MAXIMUM.
- TRANSFER CARTONS FROM THE STORAGE AREA TO THE WORK AREA NO MORE THAN SEVERAL HOURS BEFORE USING THEM. DON'T REMOVE ENVELOPE BOXES FROM THEIR CARTONS UNTIL READY TO LOAD THEM ON THE WORKTABLE.

9.8 Workflow:

The Emtex VIP/VDE Solution will follow the process below:

1. A software switch will be created by Emtex to give OSP the option of selecting which zipped bundles go to which workflow. The switch will be created with a default so the B files will be directed to Emtex folders, and the A and C files will go to a Sefas folder. The purpose of the switch is to give the OSP operators the ability to reroute jobs in the event of inserter downtime.
2. The files directed to Emtex will be unzipped and merged into single AFPDS files. These batched jobs will streamline the printing process by eliminating the starting and stopping of the twin printers when small jobs are printed.
3. Generate a 2-dimensional (2D) barcode that will be printed on each sheet of a given mail piece to insure 100% accurate tracking of every mail piece being produced. The 2D barcode will be printed in the left hand margin, 3" below the top edge of the sheet and centered with in the 1/2 " white space. The 2D barcode is ¼" square (Data Matrix) and will have 1/8" of white space around it to insure consistent, accurate reading by the camera units incorporated into the mail inserters and mechanical sorter being used to produce the final mail piece. PB Emtex will create a sequential unique mail piece ID Number and embed it into the 2D Barcode (1/4" Data Matrix) to be rendered on to the front side of each sheet of a given mail piece. The cameras are to be positioned on the Pitney Bowes inserter to accurately read the 2D Barcode (1/4" Data Matrix) and update the InSite for tracking of the individual mail pieces.
4. Emtex will create a mail run data file (MRDF) as a database reference to each production job type and will contain records for each unique mail piece that is used by Emtex and/or InSite solution to instruct the Pitney Bowes inserting equipment systems on what they must do as they process the unique mail piece.
5. Place AFPDS Output File into a specified Oce PRISMA Production Hot Directory.
6. All of the printing will take place on Office of State Publishing (OSP) continuous web fed printers. The continuous feed printer will produce fan-folded stacks of 18" wide paper webs that will be transported to the mail inserter. The printed pages are produced with two sheets of 8.5"x11" documents next to each other as the paper roll stock is being processed.
7. The mail inserting equipment will have a slit, merge and cut capability at the in-feed section of the inserter. The flats material will be placed into a 9"x12" window envelope. The letter material will bi-fold and be placed into a 6"x9.5" window envelope.
8. Various reference/status files will be used in the InSite solution software for tracking of the individual mail pieces so that the OSP production/business rules will be applied to re-print damaged or rejected mail pieces. The status of every mail piece and corresponding sheet contents are known at all times throughout the print and mail production process.

9.9 Process deliverables

The following scope and deliverables are required for this project:

1. This Statement of Work (SOW) describes the scope of the solution provided by Emtex Pitney Bowes including the features, capabilities, and integration requirements. The SOW is intended to ensure that both parties understand what the system will be capable of doing, and what is required of both parties for a successful installation.
2. Emtex will deliver a Dell 2950 as well as a Backup Server (see section 6 for specifications).
3. Emtex will Install VIP8.7 and configure as a Server on hardware supplied by Emtex in Office of State Publishing (OSP) production environment.
4. Emtex will create 2 VDE scripts for 1 Application. AFPDS Data Input – AFPDS Output.

5. Emtex will create a VDE script which will direct zipped bundles to Emtex or Sefas workflows. Default setting will direct B bundles to Emtex and A and C bundles to Sefas. The switch enables the operator to override this function in the event of an inserter failure. Redirecting the files at this point will assure the MRDF or ICF file accuracy is maintained.
6. Unzipping multiple archived input files (i.e. one archive for each Job Type). Every 4 Hours 5-8 .zip files are being received from CCSAS (CA Child Support – Server Farm), 35 zip files per day on average. After the zip file arrives at the OSP FTP File Server, a .done file is also placed into that Folder (ex: A2D 2000007629 08202008.done –File Attached), an empty trigger file, that tells Sefas, that the FTP file transfer is complete and the file is there to be processed.
7. The VIP/VDE server will retrieve .Zip bundles from the OSP FTP server landing zone and, Merge them into one large Job for each of 9 separate file type categories. Each of the nine categories is defined by the specific file type and Service Level Agreement (SLA) contained in the .zip file naming convention i.e. all A2D .zip files will be merged together, B2D .zip will be merged together and so on, resulting in one .zip file for each of the nine categories.
8. CONNECT_SPL will monitor the Hot Folder for the existence of a "Trigger" file supplied by Emtex. Both time and volume triggers will be used to start the conversion process. OSP staff must be able to manually start and stop the processes at any time. OSP staff must be able to adjust the time and volume settings. OSP staff must be able to direct the Emtex merged .zip bundles by file type (A, B or C) to either the Emtex process or the Sefas process (Emtex is not unzipping or merging files going to Sefas in this project).
9. VDE will merge the AFPDS files into large batch files to streamline printing on the Océ printers.
10. VDE will add a 2D Barcode to all front facing pages. (for 2D location and content specifications see Table below)
11. VDE will create an AFPDS output file and place in a Hot Folder on the Oce PRISMA Production Server that will be monitored by the PRISMA Production server, and will be used for print production.
12. VDE will also create an MRDF (Mail Run Data File) and place it in a Insite File Folder. The MRDF needs to include the zip file name as a field for auditing.
13. VDE will also create the Oce Job Ticket (.oct) The OCT is the Oce custom job ticket. See Example attached.
14. After the job has been inserted, the PB Inside server will create a *.sel (select) file and place it in a Hot Folder monitored by the VIP/VDE server. The VIP/VDE server will then create a Reprint AFPDS file of the missing or damaged pieces indicated in the select file.
15. ARM will send the Reprint File to a PS device (TBD)
16. The Emtex/Insite system must provide character delimited data files that are used for OSP archiving purposes.

9.9.1 Assumptions:

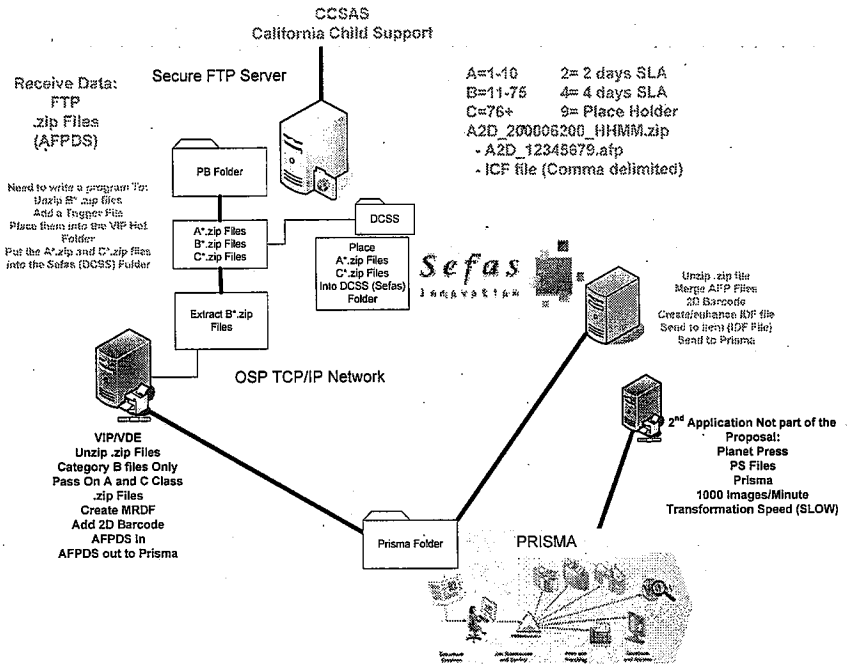
The AFPDS files are fully composed
The VDE script is written and tested using the supplied sample applications.

OSP will re-sequence the flats to process face-down, foot first, R-L to fit the configuration. They may also rotate the image to enable head first processing so they can move the window location on the flats envelope. (Current location requires off-line metering)

The solution will provide enhanced integrity, efficiency and reconciliation capabilities. The solution will focus on the insertion process with future possibilities for monitoring print activity and reporting tools. The solution will be based on the "File Based" process.

emtex

OSP
Proposed Workflow
Configuration Overview



1 - Proposed OSP Workflow

9.10 VDE Script Specification

9.10.1 Job types

Jobs of type 'A' are between 1 and 10 pages in length and are to be bi-folded and inserted into a 6x9.5 envelope.
Jobs of type 'B' are between 11 and 75 pages in length and are to be inserted into a 9x12 envelope.
Jobs of type 'C' are over 75 pages in length and are to be inserted into envelopes manually.

9.10.2 SLA Due date

The SLA due date is calculated using the following information:

Transmission Day	Received Day 1	Received Day 2	Received Day 3	Received Day 4	Received Day 5
Begin	Friday 7:00 PM	Monday 7:00 PM	Tuesday 7:00 PM	Wednesday 7:00 PM	Thursday 7:00 PM
End	Monday 6:59 PM	Tuesday 6:59 PM	Wednesday 6:59 PM	Thursday 6:59 PM	Friday 6:59 PM
2 Day Due	Wednesday	Thursday	Friday	Monday	Tuesday
4 Day Due	Friday	Monday	Tuesday	Wednesday	Thursday

2 - SLA calculations

Jobs received between 7:00 PM Friday and 6:59 PM Monday are considered day 1 transmissions. Exception 9 Day jobs: Nine day jobs sent 1st -13th of each month are due on the 15th. Nine day jobs sent 14th and the 20th of the month are due on the 22nd. All other due last day of the month.
Summery

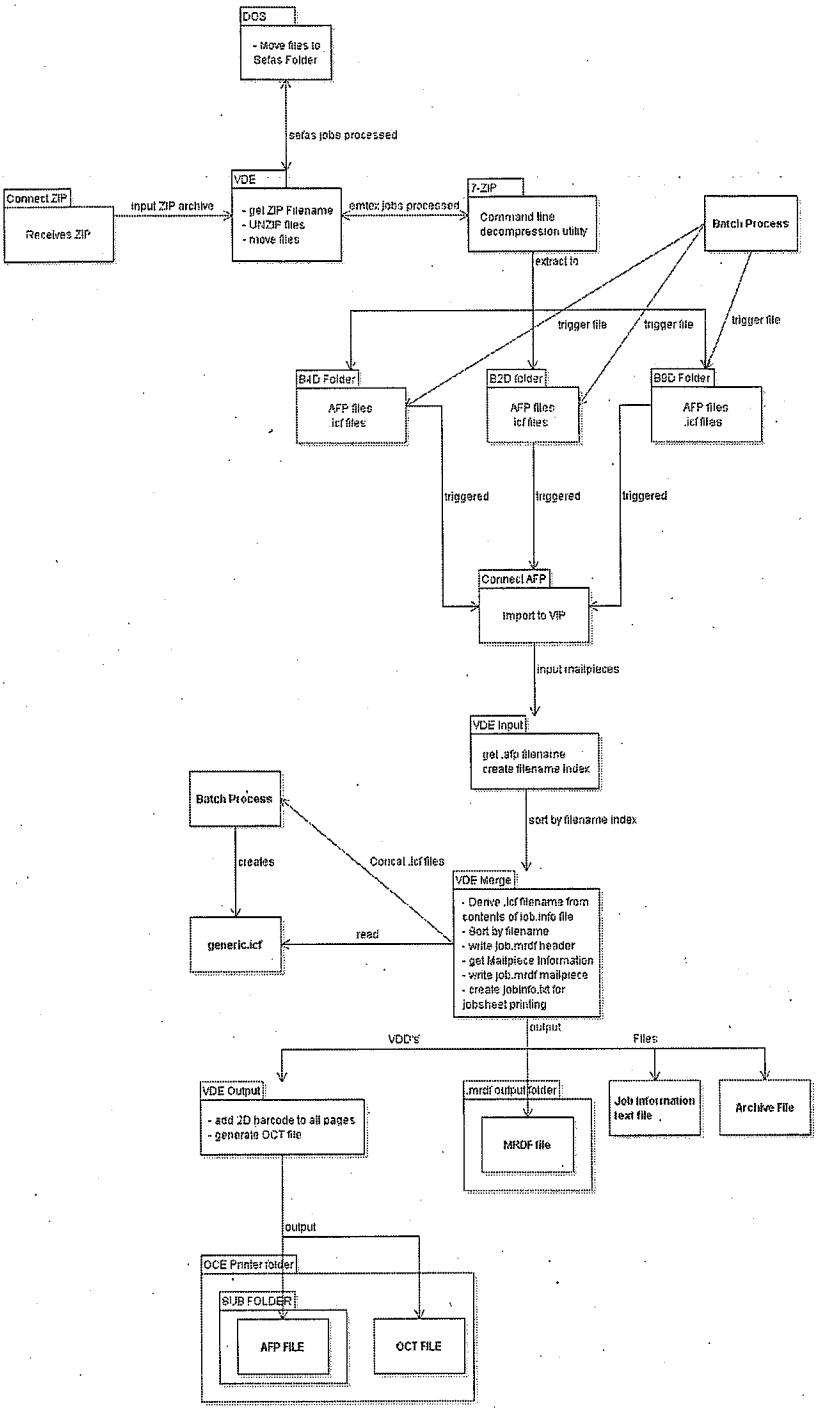
File Type	Sheets	Envelope	Due
A 2D	1-10	6x9.5	2 days from submission*
A 4D	1-10	6x9.5	4 days from submission*
A 9D	1-10	6x9.5	Due on the 15th or 22nd of the month
B2D	11-75	9x12	2 days from submission*
B4D	11-75	9x12	4 days from submission*
B9D	11-75	9x12	Due on the 15th or 22nd of the month
C2D	75+	Manual	2 days from submission*
C4D	75+	Manual	4 days from submission*
C9D	75+	Manual	Due on the 15th or 22nd of the month

3 - Job requirements

9.10.3 Processing Overview

Each category of job type will be supplied bundled together into a ZIP file also containing a merged ICF file. The CCSAS sends a Daily Summary File which must be passed on the FTP server folder that is monitored by Sefas. Defined TBD.

Processing is divided into 2 parts, ZIP processing which will move a ZIP archive to another folder or UNZIP the archive to a spool folder for AFP processing. AFP processing will merge the multiple AFP files, generate a MRDF with job and mailpiece information, generate a 'job information' text file for creating and outputting a job information sheet, add a 2D barcode to all pages, output a single AFPDS file and generate an .oct file for the OCE printer.



4 - System overview

9.10.4 ZIP Processing

System commands will be accessed through the VDE SHELL actions, to provide the functionality needed to ensure system integrity as each command will provide necessary feedback to VDE.

Connect will accept archives with the .zip extension and write the name to the profile before substituting the archive for a dummy AFP file (defined in the connect config file) which will enable VDE processing.
VDE will determine the actions to be performed on the archive by deriving information from its name and parameters defined in the zip .prf file.
Jobs defined as Sefas will be moved to a specified Sefas folder where it will be processed by the existing system.
When processing Emtex jobs, the archive will be extracted to one of 9 folders, determined by information contained in the archive name, where it will wait for a trigger to initiate further VIP/VDE processing.
When the trigger has initiated the further processing, VDE will merge the APF files contained in the folder and concatenate the .icf files (one for each archive that has been extracted to the folder) with a generic name using a SHELL action and delete the originals.
The trigger for further processing will be created by a DOS script which will give the option to process a specific application or all from a simple menu in the command prompt. The script will then create Trigger files to start connect on the individual application folders.

Required external data:
Directional instruction will need to be provided by profile parameters for folder locations and processing requirements.

9.10.5 VDE Input Script

The AFP input will direct the output of the job to the relevant sub-directory in the OCE hot-folder by setting the Profile parameter OUTPUT_DIRECTORY on AFP input.
The main requirement of this script is to gather information on each mailpiece and pass it to the output script where it is used to create a 2D barcode on each page of the mailpiece.

Required external data:

- The Unique Bundle ID from the ZIP archive is required for the RunID field in the MRDF file and to reference the build the file name (following the naming conventions) which will reference the ICF file containing mailpiece data. Job.info file to be used to pass the info from ZIP processing.
- Unique Mailpiece ID derived from HOSTJOBNAME on PASS 1 of merge script.
- Mailpiece information is retrieved from the ICF file

Data required per job:

Data	How data is retrieved	Where the data is used
Extension for MRDF file	Profile parameter	MRDF file
Folder to save the MRDF file into	Profile parameter	MRDF file
Folder to save the job information text file to	Profile parameter	Job information text file
Client ID	Profile parameter	MRDF field – ClientID
Group ID	Profile parameter	MRDF field – GroupID
Output directory	Profile parameter	PROFILEOPTION
Unique Bundle ID	From ZIP archive name written to job.info file	Create ICF filename for DISK operation MRDF field – RunID Job Information text file
Job Type	From ZIP archive name written to job.info file	2D Barcode Index MRDF field – Application ID

		Job Information text file
VIP job number	Generated by VDE	MRDF file
Date VDD's created	Generated by VDE	MRDF field – creationDate Job information text file
SLA type	from 'Char 2' from job type	2D Barcode Index Job Information text file
Service level agreement due date	Calculated by VDE from SLA type	MRDF field – SLA due date Job Information text file
*Total sides in job	Calculated by VDE	2D Barcode Index Job Information text file

*only available at end of job

Date VDD's created
The time AFP processing began in the format MM/DD/YYYY HH:MM:SS

Data required per mailpiece:

Data	How data is retrieved	Where the data is used
Unique mailpiece ID	HOSTJOBNAME in Pass1	Verify .ICF entry for mailpiece
Sequential Mailpiece ID	Calculated by VDE	MRDF file
Weight class	Retrieved from .icf file	2D Barcode Index
Insert feeder 1	Retrieved from .icf file	2D Barcode Index
Insert feeder 2	Retrieved from .icf file	2D Barcode Index
Insert feeder 3	Retrieved from .icf file	2D Barcode Index
Insert feeder 4	Retrieved from .icf file	2D Barcode Index
Insert feeder 5	Retrieved from .icf file	2D Barcode Index
Insert feeder 6	Retrieved from .icf file	2D Barcode Index
Security Divert	Retrieved from .icf file	2D Barcode Index

ICF data
The .ICF filename will be derived by reading the job.info file created by ZIP processing to get the ZIP archive name. The value will then by Delimited to get the Unique Bundle ID and Job type data. The ICF filename can then be created:

ICF_<Unique Bundle ID>.txt

The ICF file will then be read the whole file to a variable with each line filling one field of the multiple-array variable.

It is understood that the entries in the ICF file are ordered by the 'Unique mailpiece ID' ascending alpha-numerically, so the read process will be as follows:

Fields beginning with a '#' character will be skipped
For each mailpiece the next field in the multiple array variable will be delimited and the values used to create an index to be used for creating a 2D barcode on output.
The mailpiece will be verified by matching the 'Unique Mailpiece ID' field from the line, in the event of a miss match between the line and identifier an 'Abort/Continue' message will be displayed. If Continue is selected pre-determined defaults for the ICF values will be used and processing will resume.

Data required per page:
none

Required Output:
- PROFILEOPTION specifying output directory
- MRDF file
- Job Information text file
  Type of Job, SLA, Due Date, Reference Number, Number of Sides, Number of Mail Pieces, Date Created

- 2D Barcode index
  Total sides in job, Job type, Weight class, Insert feeder 1, Insert feeder 2, Insert feeder 3, Insert feeder 4, Insert feeder 5, Insert feeder 6, Security Divert

9.10.6 VDE Output Script

The purpose of the output script is to generate 2D barcodes for each page and write a Oce Job Ticket file (.oct).

WARNING: As the sequential mailpiece id for the barcode is generated by the output script (for reprint purposes) there is the possibility for error as it is not coupled with the value in the MRDF file generated on input.

Data required per job:

Data	How data is retrieved	Where the data is used
Barcode offset from top of page	Profile parameter	2D Barcode
Margin to center barcode in	Profile parameter	2D Barcode
Font for Human Readable Code	Profile parameter	2D Barcode
Mod width	Profile parameter	2D Barcode
VIP job number	Generated by VDE	2D Barcode OCT file – Reference_Id
Job Type	2D Barcode Index	2D Barcode OCT file – Job_name
Oce Hotfolder	Profile parameter	OCT file
Oce Sub Directory	Profile parameter	OCT file name, OCT file
Print form	Profile parameter	OCT file – Print_Form
File	Profile parameters	OCT file - File
AFP Formdef	Profile parameter	OCT file - Formdef
AFP Pagedef	Profile parameter	OCT file - Pagedef
File copies	Profile parameter	OCT file - FileCopies
Job class	2D Barcode Index	OCT file – Job_Class

Data required per mailpiece:

Data	How data is retrieved	Where the data is used
Sequencial Mailpiece ID	Calculated by VDE	2D Barcode
Total pages in mailpiece	Calculated by VDE	2D Barcode
Weight class	2D Barcode Index	2D Barcode
Insert feeder 1	2D Barcode Index	2D Barcode
Insert feeder 2	2D Barcode Index	2D Barcode
Insert feeder 3	2D Barcode Index	2D Barcode
Insert feeder 4	2D Barcode Index	2D Barcode
Insert feeder 5	2D Barcode Index	2D Barcode
Insert feeder 6	2D Barcode Index	2D Barcode
Security Divert	2D Barcode Index	2D Barcode

Data required per page:

Data	How data is retrieved	Where the data is used
Page number in mailpiece	Calculated by VDE	2D Barcode
Demand feed	Calculated by VDE	2D Barcode

Demand feed

The demand feed value is 0 unless for every page in the job unless it is the last page

9.11 2D Barcode specification

The 2D barcode will be printed in the left hand margin, 3" below the top edge of the sheet and centered with in the 1/2 " white space. The 2D barcode is ¼" square (Data Matrix) and will have 1/8" of white space around it to insure consistent, accurate reading by the camera units incorporated into the printers, mail inserters and mechanical sorter being used to produce the final mail piece.

OSP MA080769
Application Definition

5 - Barcode definition supplied

- Note:
- Since the barcode is to have a different value depending on the reprint number, this will need to be done on an output script – the mail piece number needs to stay the same as the original.

Field number	Position	Field name	Format	Content
1	1-3	Job Type	An	First 3 chars of filename
2	4-13	Unique Bundle ID	N	VIP job number
3	14-21	Sequential mailpiece ID	N	Derived by VDE
4	22-24	Total sheets in mailpiece	N	Derived by VDE
5	25-26	Weight class	N	Value in .icf file
6	27	Insert feeder 1	0 or 1	Value in .icf file
7	28	Insert feeder 2	0 or 1	Value in .icf file
8	29	Insert feeder 3	0 or 1	Value in .icf file
9	30	Insert feeder 4	0 or 1	Value in .icf file
10	31	Insert feeder 5	0 or 1	Value in .icf file
11	32	Insert feeder 6	0 or 1	Value in .icf file
12	33	Demand feed	0 or 1	1 on last page of job only
13	34-36	Sheet number in mailpiece	N	Derived by VDE
14	37	Security divert	0 or 1	Value in .icf file

6 - Barcode specification for OSP

9.12 File Descriptions

9.12.1 ZIP Archive

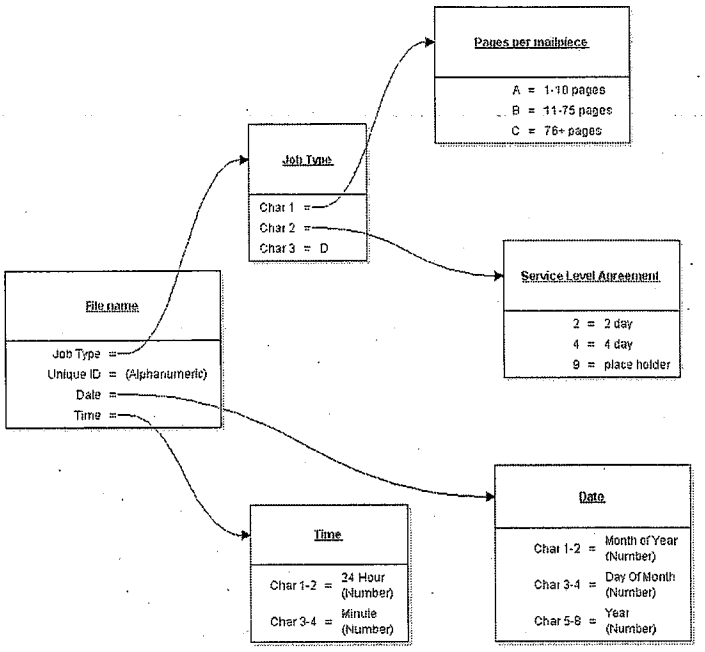
ZIP archives are submitted to the ftp landing zone and contain .AFP files along with an ICF file for processing with VIP/VDE. Each ZIP archive has a Unique ID number contained in the file name which will be used by VDE to reference the ICF file supplied in the same ZIP archive.

Naming convention

ZIP archive names are provided using the following naming convention:

```
<Job Type>_<Unique Bundle ID>_<Month><Day><Year>_<Hour><Minute>.zip
```

```
Eg: A4D_0000000001_09012008_0000.zip
```



7 - Data contained in file names

9.12.2 AFP input file

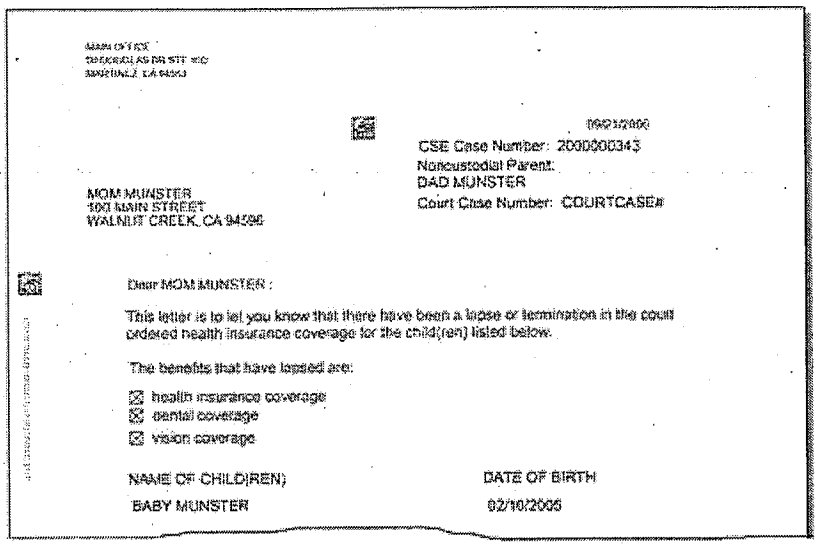
AFP files are extracted from the ZIP archive supplied, each AFP file contains only one mailpiece and has a Unique ID number contained in the file name for which a reference will exist in the ICF file supplied in the same ZIP archive.

Naming convention

AFP file names are provided using the following naming convention:

```
<Job Type>_<Unique Mailpiece ID>_<Month><Day><Year>_<Hour><Minute>.zip
Eg: A4D_0000000001_09012008_0000.zip
```

This is exactly the same format as the ZIP archive naming convention with the exception of the <Unique Bundle ID> referencing the <Unique Mailpiece ID>



CSE Case Number: 2000000343
Noncustodial Parent:
DAD MUNSTER
Court Case Number: COURTCASE#

MOM MUNSTER
1001 MAIN STREET
WALNUT CREEK, CA 94596

Dear MOM MUNSTER :

This letter is to let you know that there have been a lapse or termination in the court ordered health insurance coverage for the child(ren) listed below.

The benefits that have lapsed are:

- ☒ health insurance coverage
- ☒ dental coverage
- ☒ vision coverage

NAME OF CHILD(REN)	DATE OF BIRTH
BABY MUNSTER	02/10/2006

8 - AFP example output

9.12.3 AFPDS output file

AFP files are output to a sub-directory in the OCE hot-folder directory.

Naming convention

The files are output with the VIP Job Number followed by the .afp file extension

```
<VIPJOBNUMBER>.afp
Eg. 2001.afp
```

9.12.4 ICF file

The information to describe the production file attributes is provided in the ICF file. Each zip bundle contains a flat file which has one record for each mail piece. See attached ICF file.

ICF_2000007068.txt

9 - Sample .icf file supplied

Naming convention

ICF file names are provided using the following naming convention:

```
ICF_<Unique Bundle ID>.txt
Eg: ICF_0000000001.txt
```

9.12.5 Oce Job Ticket

VDE will also create the Oce Job Ticket (.oct) The .afp file needs to be placed/delivered into a sub directory, the target HotDir folder (/u/hotdir/osp/). The subdirectories name matches the name of the .oct file. The .oct file is sent directly to /u/hotdir/osp/ outside of the subdirectory. The .oct acts as a trigger for the job to begin processing on the .afp (Prisma).

Naming convention
OCT file names match that of the sub-folder which they are saved to and are appended with the .oct extension:

```
<Job Type>.oct
Eg: A4D.oct
```

Content generation
The file is to be generated in the following format replacing <> values with VDE generated content, remarks in parentheses () are the expected values for this application of the script.

[job]
Reference_Id= <VIPJOBNUMBER>
Job_name= <JOBTYPE>
Job_Class= <SLA (char 2 from JOBTYPE)>
Print_Form= <VDEPRINT_FORM profile parameter>
[userinfo]
Num_Pages= <Total pages in job>
[files]
File= <file name with full address (/u/hotdir/osp/)>
Formdef= <FORMDEF profile parameter (use F1A00011)>
Pagedef= <PAGEDEF profile parameter (empty)>
File_Copies= <VDEFILE_COPIES profile parameter (use 1)>

Repint

9.12.6 Select file (.SEL)

The select file is generated with a record of each mailpiece that was not manually repaired or not processed successfully.

Naming convention
The Select file is generated with a .SEL extension and needs to be manually re-named if it is not to be overwritten by subsequent .SEL files.

Content generation
The **Select file** is to be created outside VDE using run-time information collected by the inserter in the format described in the following tables.

Header Record				
Name	Start	Length	Type	
JobID	1	8	ASCII_Alpha	
PieceID	9	6	ASCII_Alpha	
AccountIdentifier	15	20	ASCII_Alpha	
MailpieceStatus	35	10	ASCII_Alpha	
Disposition	45	1	ASCII_Number	
DispositionText	46	25	ASCII_Alpha	
CauseBin	71	4	ASCII_Number	
CauseBinText	75	20	ASCII_Alpha	
ReprintIndex	95	20	ASCII_Alpha	
UserDefinedFiled1	115	30	ASCII_Alpha	
UserDefinedFiled2	145	30	ASCII_Alpha	
UserDefinedFiled3	175	30	ASCII_Alpha	
UserDefinedFiled4	205	30	ASCII_Alpha	
UserDefinedFiled5	235	30	ASCII_Alpha	
EOR	265	1	ASCII_Alpha	
Total		265		

10 - Select file record

The Standard
MRDF.doc

11 - Select and MRDF file full descriptions